



**pennsylvania**

DEPARTMENT OF GENERAL SERVICES

**WAREHOUSE & DISTRIBUTION  
DIVISION**

**POLICY & PROCEDURE HANDBOOK**

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# Authority

Lori has authority

## Definitions and Symbols used in this Manual

As used in this handbook, the following definitions and words shall have the meanings provided in this chapter unless otherwise noted.

Plant Number: Assigned number, which identifies each Department, utilizing the SAP System.

Customer Number: Assigned number, which identifies each Customer utilizing the STD 174 Supplies & Encumbrance Form.

Material Number: Assigned, six Digit Number, which identifies each specific item available for purchase at the Distribution Center.

Purchase Order (PO): The created document to a vendor stating the specific information of supplies needed to replenish the stock in the Distribution Center

Stock Transport Order (STO): The created document placed by a plant requesting specific supplies from the Distribution Center.

Goods Issue Slip: This is the document stating a specific STO has been pulled off the system and will be sent to the warehouse to be picked/packed/shipped.

Material Document Number: This is the systems assigned number, usually starting with "49", which names the Goods Issue Slip.

EB Pro System: On-line Website.

R3 Core System: Actual SAP Software

BOL: Bill of Lading

MRB: Material Review Boards

MRP: Material Requirements Planning

LTL: Less Than Transfer Load

TL: Transfer Load

# Introduction

The Department of General Services recognizes its responsibility as a provider of quality services. To this end, we have voluntarily developed and documented ISO 9000- based control system. This manual provides comprehensive evidence to all customers, suppliers and employees of what specific controls are implemented to ensure service quality.

## Our Commitment to Service

The Warehouse and Distribution Division accepts responsibility for complete satisfaction of its customers. We exercise this responsibility through the adequate training of our employees, adherence to policy and procedures, the use of quantifiable metrics and total commitment to meeting and exceeding customer expectations. We will also maintain an organizational culture that is unyielding in respect for our employees and safety, embraces diversity and fosters continuous improvement.

## Mission Statement

Our Mission is to anticipate our customer's needs and exceed their expectations with regard to prompt delivery of goods, courteous service, and diligence in inventory management. The Warehouse and distribution Division accepts full responsibility for our customer's total satisfaction.

## Our Goals

Quality Management System: Ensuring that all resources are needed to achieve the objectives are identified and planned.

Standard Operating Procedures: DGS has established and maintains documented policies and procedures to ensure the sequence of processes is conducted in a controlled manner.

Concern Resolution Process: This process applies suitable methodologies for measurements and monitoring of customer requirements and standard industry metrics. These metrics are accomplished using Six Sigma doctrine.

Management Commitment: We recognize the importance of making substantial contributions to the success and growth of the organization. We will continue our success with sound fundamentals; supporting employees in all their endeavors and ensuring our customer service and customer relationships remain strong.

# Warehouse Contacts & Facilities

## **Business Locations:**

The DGS Warehouse and Distribution Division operates from the following locations:

DGS1 – Forms, Publications, Bulk, and Secure

905 Elmerton Ave

Harrisburg, PA 17110

Fax: 717-214-7050

Manager: 717-214-7054

Storekeeper: 717-214-7053      Warehouse: 717-214-7058

DGS2 – Excess Property / Customer Service / Facilities Management Storeroom

2221 Forster St.

Harrisburg, PA 17125

Fax: 717-787-0934

Manager: 717-525-5809

Excess Warehouse: 717-525-5812

Customer Service Reps can be reached at the following numbers:

717-525-5812 or 717-585-5810

## **Customer Service Hours:**

The DGS Warehouse and Distribution Division will be staffed during the hours 7:00 AM to 4:00 PM – Monday through Friday – Except State Holidays.

## **Warehouse Hours of Operation:**

The DGS Warehouse and Distribution Division' Centers will be operational during the hours 7:00 AM to 4:00 PM – Monday through Friday – Except State Holidays.

## **Access to DGS Distribution Center Other than Normal Business Hours:**

In the event of an emergency, or for afterhours access, please contact:

DGS1 - 717-602-5777 Hayes Kelly

DGS2 - 717-418-9651 Ken Clemence

DGS5 - 717-991-5679 Bill Archibald

## **DGS Warehouse Security:**

All agency representatives visiting any of the DGS Distribution sites must:

1. Make an appointment with the appropriate warehouse Manager before the visitation
2. Provide positive Commonwealth Identification.
3. Sign-In upon entering and exiting
4. Be escorted at all times while visiting the DGS Distribution Center

# Material Replenishment

## Material Replenishment General:

Each agency will be responsible for managing their inventory. At minimum, this includes a weekly review/assessment of inventory.

All agency's managing their inventory in a computer data base will be required to review, update and maintain the stock replenishment data. Reviewing and updating should be performed on a frequent basis in order to ensure best business practices for inventory management.

Agency's who are manually managing their inventory will be required to review their inventory to ensure best business practices for their inventory management. One method of reviewing your inventory is to use the Material Replenishment Planning (MRP) in the SAP system. MRP will identify your inventory replenishment needs based on your minimum/maximum re-order quantities and the consumption of each inventory item.

## Material Replenishment Planner (SAP):

In MRP, when you are setting up your Material Master for each of your inventory items, you can define your minimum and maximum reorder levels as well as you can choose whether you want the system to create a Planned Order or a Purchase Requisition.

A Planned Order is a "suggestion" that it is time to reorder. You have the ability to:

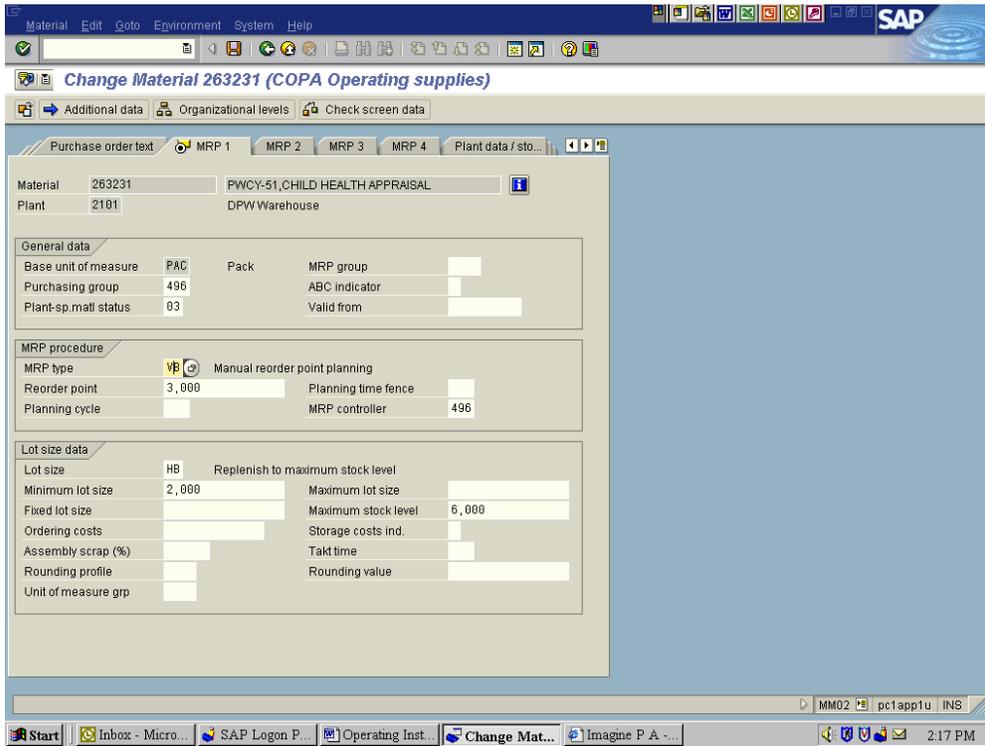
1. Convert the Planned Order "as is" to a Purchase Requisition for processing
2. Modify the Planned Order before converting to a Purchase Requisition
3. Delete the Planned Order in its entirety

A Purchase Requisition will go to directly to the Purchase Group for processing.

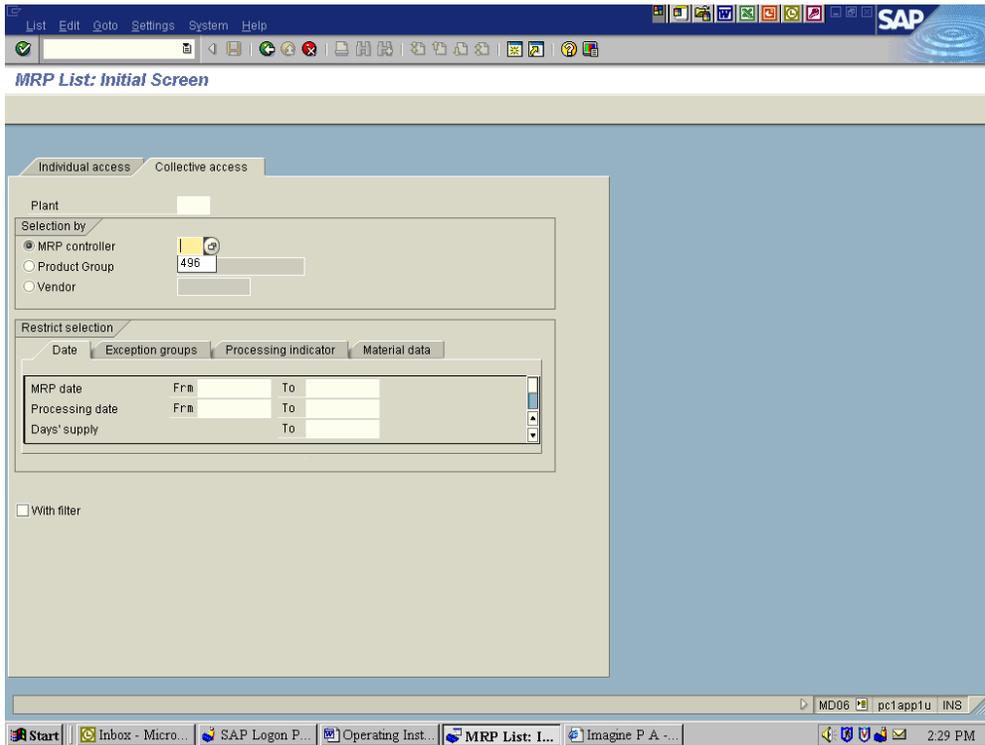
For SAP procedures detailing the MRP run, please follow the link below:

[Material Replenishment Planning \( Mrp Run\) – Section 16](#)

**Re-Order Criteria** – including Minimum and Maximum Re-order Levels  
**Transaction MM01** – MRP 1 defines the pertinent information, which applies to your inventory replenishment.



**Material Replenishment Planner:**



## Total Inventory Overview Report:

Another method to review your inventory is the Total Inventory Overview Report available in SAP.

Transaction: Y\_DC1\_32000466

The screenshot shows the SAP Total Inventory Overview Report selection screen. The window title is "Total Inventory Overview Report". The selection criteria are as follows:

Field	Value	Operator	Value
Plant	2101	to	
Storage Location	0001	to	
Material Group		to	
MRP Controller			
Material		to	
Bin Location		to	
Qty on Hand			
Open PO's	<input checked="" type="checkbox"/>		

The taskbar at the bottom shows the following open applications: Start, Inbox - Micro..., SAP Logon P..., Operating Inst..., Total Invent..., and Imagine P A. The system clock shows 2:35 PM.

List Edit Goto System Help  
 Program: ZM\_REPT\_INVENTORY\_VIEW  
 User : P00063923  
 Commonwealth of Pennsylvania  
 Materials Management  
 Total Inventory Overview Report

Material	Description	Qty On Hand	UOM	Reorder Point	Max Stock Level	Bin Location	Open PO #	Line #	Open PO Qty
262808	PW-1677,VACANT POSITION RQ	593	PAC	10	25	01-03-022			
262834	PW-1709,VISA PURCHASING CARD TRANS1	195	PAC	10	25	01-05-049			
262835	PW-1710,VISA PURCHASING CARD ORDER	167	PAC	10	25	01-05-054			
262858	PW-176,KM,AGRMT&AUTH/PAY MED. ASST CLAIM	849	PAC	300	800	01-05-022			
262873	PW-2009A,RETIR CERT UNDER 25YRS,2 SIGN	984	PAC	10	25	01-03-062			
262874	PW-2009B,RETIR CERT UNDER 25YRS,3 SIGN	446	PAC	10	25	01-03-052			
262875	PW-2009C,RETIR CERT OVER 25YRS,3 SIGN	11	PAC	10	25	01-08-020			
262876	PW-2009E,RTRMT CERT OVER 25YRS-2SIGN	4,347	PAC	150	400	01-07-032			
262882	PW-257,MAINT WORK ORDER	330	PAC	60	200	01-06-024			
262888	PW-29A,DAYCARE SVC ENRLMT/ATTENDANCE	1,404	PAC	900	2,000	01-06-018			
262889	DO NOT USE	0	PAC	3,600	8,000				
262897	PW-301,OUT CARD	63	PAC	600	1,500	01-12-024			
262901	PW-307R,PROCUREMENT BID LABEL	91	PAC	10	25	01-06-016			
262903	PW-308,RQ FOR POSTAL OR TRNSP EXPENSE	137	PAC	10	25	01-06-031			
262908	PW-334,PROP TRANSFER RECORD	214	PAC	10	25	01-06-020			
262913	PW-361S,STANDARD TRANSMITTAL	0	PAC	2,100	4,600	01-12-022	4500137329	10	3,000
262914	PW-371,PERSONNEL DATA SUMMARY	23	PAC	60	150	01-06-033			
262921	PW-418,ISSUING OFCR'S CNTRL DOC LOG	68	PAC	60	200	01-06-035			
262922	PW-419,ISSUING R'S CNTRLLED DOC LOG	265	PAC	240	600	01-06-036			
262923	PW-455,DPW TRAFFIC/PRKNG VIOLATN NTC	118	PAC	18	50	01-06-038			
262934	PW-523,STANDARD BID TABULATION	68	PAC	10	25	01-06-005			
262936	PW-530,INDIVIDUAL PERSONAL PROP RPT	49	PAC	10	25	01-06-047			
262938	DO NOT USE	56	PAC	360	800	01-14-016			
262939	PW-560,OFFICE MEMO	1,899	PAC	1,200	2,600	01-14-012			
262944	PW-652,RNWL APPLI/EXISTING CERT/COMPL	4	PAC	180	450	01-06-052			
262947	PW-68,REC OF CERTIF OF COMPLIANCE	77	PAC	180	500	01-07-028			
262957	PW-764,AUTH./INSTRUCTION SHEET	69	PAC	18,000	38,000	01-13-006	4500132613	20	1

Y\_DC1\_32000466 pc1app1u INS 2.36 PM

### Material Replenishment (Non-SAP):

Each agency will be responsible for managing their inventory. At minimum, this includes a weekly review/assessment of your inventory. Agencies not using SAP to manage their inventory will review whatever re-order criteria is available to them to assess what stock needs to be replenished.

# Material Replenishment Purchase Orders

## **General Information:**

Each agency is required to prepare documentation to replenish their inventory. This includes:

1. Preparing Purchase Orders to private vendors in accordance with Act 57 of 1998 – The Procurement Code. Purchase order to include:
  - a. Purchase Order Number
  - b. Vendor's Name
  - c. DGS Distribution Center delivery address
  - d. Material Number(s) of Inventory Item(s)
  - e. Nomenclature(s) of Inventory Item(s)
  - f. Notation to print vendor indicating each carton received must be properly marked with appropriate purchase order number, material number, nomenclature, packaging and appropriate print number
  - g. DGS Distribution Center Pallet Specifications
  - h. DGS Distribution Center Delivery Hours
  - i. Quantities and Unit of Measure of item(s)
  - j. Fund, Cost Center and G/L Code
  - k. If applicable, special delivery instructions
  - l. Contact Person and telephone number
2. Promptly providing an approved copy of the Purchase Order to the DGS Distribution Center for inventory receipt
3. Fiscally managing the purchase order until all funds have been expended

For SAP procedures detailing the MRP/Purchase Orders, please follow the link below:

[Create A Purchase Order – Section 16](#)

## **Material Replenishment Purchase Order - Damaged Items:**

It is the responsibility of the DGS Distribution Center to inspect all stock replenishment orders being received for damages.

Prior to the receipt of the shipment, if the item(s) appear to be damaged, the receiving clerk will immediately contact the designated person from that agency for instructions. Notations to be made on the packing slip regarding the damage, date/time, person contacted and any instructions.

If damages are discovered after the receipt of an item(s), DGS Distribution staff person will contact the designated person from that agency for instructions. The agency is asked to provide a prompt verbal response and confirm in writing to the DGS Distribution staff person.

## **Material Replenishment Purchase Order – Discrepancies:**

DGS Warehouse and Distribution Division staff person will contact the designated person from that agency for instructions. The agency is asked to provide a prompt verbal response and confirm in writing to the DGS Warehouse and Distribution Division person.

In certain circumstances, overages or shortages are allowable industry practices. If this is the condition with a particular item number, indicate the allowed percentage in the material master record. This will avoid delay in receipt.

## **Material Replenishment Purchase Order - Receipts:**

DGS Warehouse and Distribution Division will be responsible for inspecting deliveries and comparing them to the Stock Replenishment Order for reviewing for accuracy and quality. DGS Warehouse and Distribution Division will promptly process all Goods Receipts/Receiving Reports to confirm all partial and final goods receipts. A copy of the Bill of Lading/Packing Slip will be retained at the DGS Distribution Center. The original Bill of Lading/Packing Slip will be forwarded to agency's designated contact person.

For SAP Processes Related To Receiving, Select a link below:

[Receiving Commodities – Section 16](#)

## **Material Replenishment Print Requests**

### **Print Requests – DGS or Agency Print Shop:**

Based on inventory stock replenishment needs, agencies are required to process the required documentation for printed material from either the DGS or Agency Print Shop. The agency is required to forward a copy of the Print Request to the DGS Distribution Center for record of receipt.

The Print Request must contain the following information:

1. Form \_\_\_\_\_ using sequential print request numbers
2. Identification of appropriate Print Shop (DGS or Agency)
3. Material Number(s) of item(s) being requested
4. Nomenclature(s) of item(s) being requested
5. Notation to print shop that each carton received must be properly marked with appropriate purchase order number, material number, nomenclature, packaging and appropriate print number
6. Quantity(s) of item(s) being requested
7. Unit of Measure(s) of item(s) being requested which corresponds to the Inventory Unit of Measure
8. Fund, Cost Center and G/L Code
9. Agency Contact Person and Phone Number

A notation on the order regarding DGS or Agency Print Shops, for EACH Print Request delivery, will be required to provide an itemized TOTAL COST for each shipment.

### **Print Request - Damaged Items:**

It is the responsibility of the DGS Distribution Center to inspect all Print Requests being received for damages.

Prior to the receipt of the shipment, if the item(s) appear to be damaged, the receiving clerk will immediately contact the designated person from that agency for instructions. Notations to be made on the packing slip regarding the damage, date/time, person contacted and any instructions.

If damages are discovered after the receipt of an item(s), DGS Distribution staff person will contact the designated person from that agency for instructions. The agency is asked to provide a prompt verbal response and confirm in writing to the DGS Distribution staff person.

### **Print Request - Discrepancies:**

DGS Distribution staff person will contact the designated person from that agency for instructions. The agency is asked to provide a prompt verbal response and confirm in writing to the DGS Distribution staff person.

### **Print Request – Receipts:**

DGS Distribution Center will promptly process partial and final goods receipts from DGS or Agency Print Shops. Delivery will be inspected and reviewed to verify it corresponds with Print Request.

DGS or Agency Print Shops, for EACH Print Request delivery, will be required to provide an itemized TOTAL COST for each shipment.

DGS Distribution Center will maintain a copy of corresponding paperwork with the records. Original paperwork will be forwarded to appropriate person as identified by each agency.

For SAP Processes Related To Receiving, Select a link below:

[Receiving STD Forms from a print shop – Section 16](#)

[Receiving Health forms from a print shop – Section 16](#)

### **Print Request - Requests For Samples**

Any agency requesting samples of printed forms must use the: Printing Sample Inspection Report. Agencies requesting samples must attach a copy of the Purchase Order to the print request and send to the appropriate warehouse.

Upon completion of form, DGS Distribution Center will maintain these forms at a central location at the DGS Distribution Center.

Click here to access a printable copy of this form:

# Printing Sample Inspection Report

Name \_\_\_\_\_ Fax Number \_\_\_\_\_

Material No. \_\_\_\_\_ Agency Name \_\_\_\_\_

Form No. and Description \_\_\_\_\_

P.O. No. \_\_\_\_\_ Dated \_\_\_\_\_ Quantity Requested \_\_\_\_\_

DGS Job No. \_\_\_\_\_ Dated \_\_\_\_\_ Requested Delivery Date \_\_\_\_\_

## A. REQUEST FOR SAMPLES – BY ADMINISTRATIVE DIVISION

TO: Warehouse/Storeroom

DGS 1  DGS 5  \_\_\_\_\_

Upon receipt of this item, withdraw samples at random from packages as follows:

Not less than -  5  10  15  25  50 samples from total number of boxes received

Attach samples to this form and forward to the Administrative Division for examination and approval or disapproval.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADMINISTRATIVE DIVISION

## B. REPORT OF SAMPLE WITHDRAWAL – BY WAREHOUSE/STOREROOM

TO: Administrative Division

GOODS RECEIPT CONFIRMED

INVENTORY ADJUSTED

The attached samples of this item were withdrawn at random from packages received from: \_\_\_\_\_

Quantity Received (skids, cartons, boxes and/or each): \_\_\_\_\_

Remarks (Comments on type of packaging, general condition of shipment, etc.): \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WAREHOUSE/STOREROOM

## C. INSPECTION REPORT – BY ADMINISTRATIVE DIVISION

The samples have been examined and are satisfactory

The samples are NOT satisfactory

Remarks: \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADMINISTRATIVE DIVISION



## **Supplier Shipping and Receiving Guidelines**

01/15/2014

Dear Supplier,

In the following pages, you will find the standard packaging and receiving instructions for shipping your products to The Commonwealth of PA, Department of General Services.

We encourage you to share this information by distributing it internally throughout your organization. By using these instructions, you will ensure that you are receiving the most efficient processing of your products and invoices, as well as intact delivery to our internal customers. It is the pathway for improved service – providing information that can help improve your throughput velocity and reduce overall supply chain costs.

These guidelines are effective immediately and are an integral part of our supplier agreement. Any previous instructions, written or oral, are superseded by this document.

Thank you for your cooperation in helping us to maximize our efficiencies and for your continued support to The Commonwealth of PA, Department of General Services. Should you have any questions or concerns about any part of this document, please feel free to contact us at 717-783-6471

Sincerely,

**Department of General Services**

# Warehouse Location and Appointment Information

## The Commonwealth of PA Warehouse Locations

DGS1 – Forms, publications, Bulk and Secure

905 Elmerton Ave

Harrisburg, PA 17110

Fax: 717-214-7050

Manager: 717-214-7054

Storekeeper: 717-214-7053      Warehouse: 717-214-7058

DGS3 – Excess Property / Customer Service / Facilities Management Storeroom

2221 Forster St.

Harrisburg, PA 17125

Fax: 717-787-0934

Manager: 717-783-1557

Excess Warehouse: 717-525-5810

Customer Service Reps can be reached at the following numbers:

717-525-5812 or 717-585-5810

## Warehouse Hours of Operation:

SHIPPING AND RECEIVING at the warehouse is scheduled between 8:00 AM and 3:00 PM - Monday through Friday - Except State Holidays

The DGS Warehouse and Distribution Division' Centers will be operational during the hours 7:00 AM to 4:00 PM – Monday through Friday – Except State Holidays.

\* All Times Are Local

## Delivery Appointment Information

The Commonwealth of PA requires the following information via fax or telephone call to schedule a receiving appointment:

- Carrier's Name
- Pallet Count and Piece Count
- The Commonwealth of PA Purchase Order Number
- Person's name and telephone number who is requesting appt.
- Shipper's Name
- Trailer Number, Tracking Number and/or Pro Number

\* Delivery Appointments are required for ALL LTL and Truckload shipments

\* If all of the *required* information is not provided a delivery appointment will not be made.

## Receiving Policy

### **ATTENTION: IMPORTANT**

The following section defines the conforming and non-conforming product classification. Please review these guidelines for examples of product that The Commonwealth of PA considers “unfit” for receipt.

***Specific to your Agreement, The Commonwealth of PA reserves the right to refuse any non-conforming product.***

### **The Commonwealth of PA designated carriers are required to:**

- Refuse any non-conforming product or pallets at the Vendor’s facility specific to your Vendor Agreement
- Sign for Piece Counts – No Shipper Load and Counts are allowed without prior authorization from The Commonwealth of PA, Warehouse & Distribution Division for suppliers who prepay freight.

The Commonwealth of PA strongly encourages the use of our designated carrier base. We have established receiving procedures that will greatly improve the timeliness and quality of our product.

If you choose to utilize a carrier outside of this Guide, we retain the right to refuse partial shipments of non-conforming product.

For detailed SAP Procedures or Agency Specific guidelines related to receiving, refer to the appropriate sections later in this manual.

## **Non-Compliance Charges**

### **MIS-ROUTED – OR USE OF NON-Commonwealth of PA CARRIER**

Full amount of Freight Invoice plus \$100.00 Administrative Fee

### **USE OF NON-AUTHORIZED AIRFREIGHT**

Full amount of Freight Invoice plus \$100.00 Administrative Fee

### **SMALL PARCEL UTILITIZATION VERSUS LTL**

\$25.00 per carton over 9 carton limit plus \$100.00 Administrative Fee

### **MISCONFIGURED PALLETS**

- A. Incorrect Standard Pallet - \$175.00 per pallet plus \$100.00 Administrative Fee
- B. Height over maximum 60" - \$175.00 per pallet plus \$100.00 Administrative Fee
- C. Overhang - \$175.00 per pallet plus \$100.00 Administrative Fee
- D. Improper Wrapping or Banding - \$175.00 plus \$100.00 Administrative Fee
- E. Inferior/Damaged Pallets - \$175.00 per pallet plus \$100.00 Administrative Fee

### **DAMAGED CARTONS**

- A. \$75.00 per carton charge for damaged product. If the Carrier is a **The Commonwealth of PA** PREFERRED carrier, and the freight is COLLECT, a claim will be filed against our CARRIER.
- B. If the carrier is a **The Commonwealth of PA** PREFERRED carrier, and the freight is pre-paid, a charge back will be filed against the VENDOR.
- C. In example A and B, if **The Commonwealth of PA** is allowed to refuse non-conforming freight at the point of receipt due to the terms and conditions with the vendor, then a damage charge back will NOT be assessed.
- D. If the freight is COLLECT or PREPAID and the carrier is NOT a Commonwealth of PA approved carrier, a charge back for carton damage will be filed against the VENDOR.

### **FAILURE TO CONSOLIDATE POs**

Full amount of freight charges plus \$100.00 Administrative Fee

### **FAILURE TO PROVIDE CORRECT P.O. NUMBER**

\$1.00 per box plus \$100.00 Administrative Fee

### **MISSING LABELS**

\$1.00 per box plus \$100.00 Administrative Fee

### **NON-COMPLIANCE WITH BILL OF LADING INSTRUCTIONS**

\$100.00 per non-compliance plus \$100.00 - Administrative Fee

### **FAILURE TO PROVIDE PACKING SLIP**

\$100.00 Administrative Fee

\*NON-COMPLIANCE CHARGES ARE CUMULATIVE

\*\*MULTIPLE CHARGES PER SHIPMENT MAY OCCUR.

# Shipment Preparation

## Inbound Shipment Documentation Requirements

The following two items are required to accompany each shipment:

- Packing Slip Info. – If shipment has multiple Purchase Orders and/or multiple Packing Slips please include a consolidated master Packing Slip.
- Bill of Lading (see sample)

## Packing Slip Requirements

- A separate packing slip is required for each purchase order.
- If the shipment requires more than one trailer (e.g. multiple trailers, one PO), a separate packing slip outlining the particulars of each trailer is mandatory
- Required information for each packing slip:
  1. Purchase order number
  2. FOB Information
  3. Trailer number (if known)
  4. Packing slip/shipper reference number
  5. Backorder status
  6. Carrier name
  7. Pieces and weight

### **Required Information for Each Line Item:**

- Product description
- Commonwealth material number (Supplier Part Number is Not Mandatory)
- Number of units/each
- Number of cartons
- Backorder status

**If any of this information is not provided, payment will be delayed as will the receiving process.**

## Bill of Lading (BOL) Requirements

- All Commonwealth of PA PO's in the format, xxxxxxxx, must be referenced on the BOL.
- BOL must be filled out to show the actual carton/piece count first, the number of pallets second, total shipment weight third. Drivers must have the ability to verify the carton/piece count at time of loading and sign for carton/piece count (Shipper Load and Count is not allowed without prior consent of the Commonwealth Warehouse Manager)
- Subject to the vendor agreement, the terms of the individual purchase order, if the Commonwealth of PA is responsible for freight charges, mark freight charges as "FREIGHT COLLECT".
- Note "DO NOT BREAK DOWN OR TOP LOAD" on pallets or BOL
- Drivers must Date, Sign and Print their name legibly on the BOL.
- All full truckloads must be SEALED with SEAL NUMBER noted in general comments area.
- All PO's shipped in one day to one Commonwealth of PA Warehouse location MUST be consolidated onto one BOL/one carrier PRO.

- All vendors using 3rd Party Logistics to distribute their product must ensure that the Vendors name appears in the shipper info, NOT just the name of the company physically tendering the freight to the carrier. Vendor name must be listed first, followed by that of the 3PL company.
- If the Commonwealth of PA is responsible for the freight charges, please ensure the following bill to address is referenced on BOL:

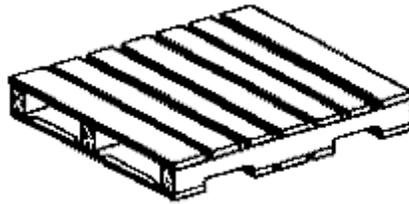
ABCD Corporation 123 Any Ave, Yuma AZ 85009					
Carrier: XYZ Transportation, Inc.	Service Requested: Air                      Surface Priority                  Track Standard                Ground	Charges To: Shipper Consignee Third Party	Bill to: 123456  Date: 02-16-01		
Shipper: Street: City/State	ABCD Corporation 962 Blossom Ave. Yuma, AZ 12345	Consignee: Street: City/State:	Commonwealth of Pennsylvania 2221 Forster Street Harrisburg, PA 17105		
Bill To:	Commonwealth Of Pennsylvania Attn: Transportation 2221 Forster Street Harrisburg, PA 17105		Trailer Seal Number:		
	Pieces	Pallets	Description	RSF WPO	Weight
	72	9	SAP Forms	40-01234	1700
	109	5	Rock Salt	40-58789	2600
	181	14			4300
Shippers Signature:			Date:	Time:	
Print Name:			Received By:		

# Palletizing, Packaging & Labeling Guidelines

## Pallet Design & Specifications



2-Way Entry



4-Way Entry

### 2800H New Pallet Specifications

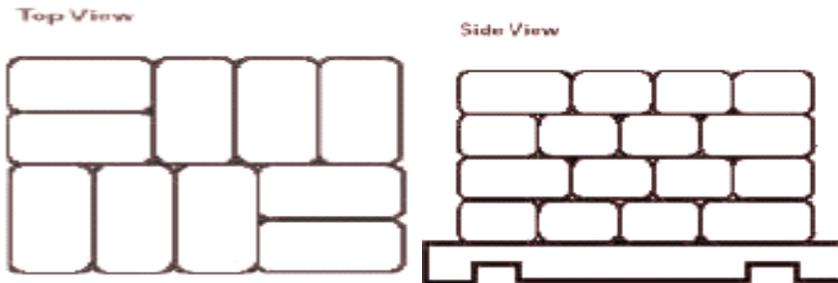
This pallet is rated for a load carrying capacity of 2800lbs across a 44" free span. It is a 48"x40", notched stringer, 4-way entry for fork tines and 2-way entry for pallet jacks; flush non-reversible, multiple-use pallet

All Board Material	Medium-density and better hardwoods, moisture content less than 25%	
	QTY	Size
Top Deck boards	2	5 1/2"(w) x 3/4"(h) x 40"(l)
	5	3 1/2"(w) x 3/4"(h) x 40"(l)
	Boards evenly spaced, maximum spacing between duckboards is 3 1/4"	
Bottom Boards	2	5 1/2"(w) x 3/4"(h) x 40"(l)
	3	3 1/2"(w) x 3/4"(h) x 40"(l)
Stringers	3	1 3/4"(w) x 3 3/4"(h) x 48"(l)
Notch	9" long, 6" from end with 1 1/4" maximum depth	
Nails Per Junction	5 1/2" boards need 3 nails per junction	
	3 1/2" boards need 2 nails per junction	
Nail Length and Diameter	2 1/4", 0.112 stiff stock helical	
	No shiners on exterior of pallet	
	Nail heads to be flush or countersunk	

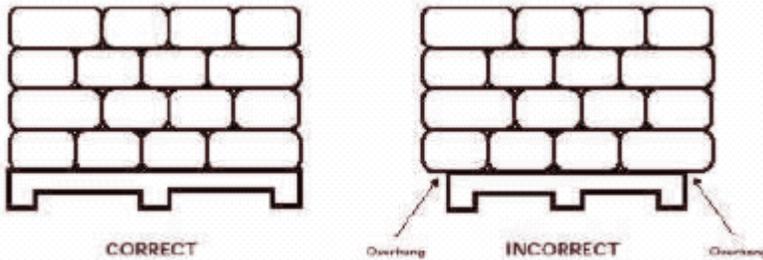
Accuracy of overall pallet length and width: +/- 1/4"

All pallets must conform to the National Wooden Pallet and Container Association's "Uniform Standard For Wood Pallets", this includes "Approved Standard for Repair of Wood Pallets"

## Proper Pallet Loading Pattern



In the first diagram the cartons are safe from damage. The cartons are protected in transit by the pallet.



In the second diagram below the cartons would be damaged due to overhang. We would be required to rearrange the cartons onto separate pallets to eliminate the overhang. Pallet must be 40" x 48" with fork access on 40" face or on both.

**Total pallet height must not exceed 60". Total pallet weight must not exceed 2800 lbs.**

### **Banding and Stretch Strapping Specifications**

Seal all boxes with polypropylene packing tape. Flaps may be spot glued: Band with four (4) straps, steel or nylon bands, and two (2) in each direction tightly securing the load. Corner edge posts are required the complete height of the corner, so the cartons will not be cut by the bands and the center layer will not move or shift.

If using stretch wrap, wrap the entire skid load so the center layers will not move or shift and the load on the skid is stabilized. We suggest using 3 wraps on the bottom of the skid and 4 wraps on the top of the skid. Ensure stretch wrap tension is adequately adjusted to stabilize load, but not damage cartons.

## **Carton Guidelines and Product Protection**

The physical appearance and structural integrity of the shippable carton is as important to our customer's as the commodity itself. Product will be refused and disposition costs will escalate if product is not sufficiently packaged for transit.

The Commonwealth of PA maintains that proper packaging is required to protect product as it moves through the supply-chain. Individual cartons can weigh no more than 50lbs each, with the exception of printed products. Cartons for printed products are to weigh no more than 40 lbs. and the printed product must be packed in consistent quantities. Cartons must be constructed and packed so they will not collapse when two pallets of similar materials are stacked on top of the pallet.

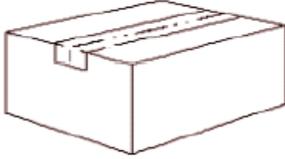
The vendor is responsible to ensure product packaging meets industry standards as outlined by the International Safe Transit Association (ISTA). If The Commonwealth of PA experiences a high rate of damage with your product(s), we reserve the right to have your packaging tested by industry-recognized professionals. The supplier may bear responsibility for any expense involved.

Two organizations focused on proper packaging are the ISTA [www.ista.org](http://www.ista.org) and ASTM International (Formerly known as American Society for Testing and Materials) [www.ASTM.org](http://www.ASTM.org) Proper packaging specifications for your products can be found on these organizations web sites.

Taking a leadership position, The Commonwealth of PA has established guidelines for conforming and non-conforming product as it relates to damage in transit. This standard can be found in the "Receiving Policy" section of this standard.

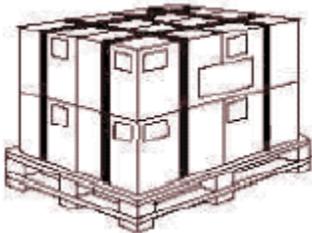
## **Labeling Guidelines and Shipping Label Placement**

### **LOOSE BOXES (COURIER SHIPMENTS)**



Shipping Labels should be located on top of the box, away from any packing tape. A packing slip must accompany any shipment. Each carton must be individually labeled. Labels must include the following information: Material Number (From PO), Material Description (from PO), U/M, Quantity in Carton, PO Number, and serial number information, if applicable, must be easily located. . All labels will be visible on the perimeter of the carton.

### **CARTONS ON PALLETS**



Each carton must be individually labeled. Labels must include the following information: Material Number (From PO), Material Description (from PO), U/M, Quantity in Carton, PO Number, and serial number information, if applicable, must be easily located. . All labels will be visible on the perimeter of the pallet, per example above.

Shipping labels should be located on top of the pallet, away from any packing tape. A packing slip must accompany any shipment.

### **PAPER ROLLS (Wrapping Instructions)**

Wrap 2 individual rolls together and place a maximum of four (4) rolls per pallet. Rolls of paper are to lay flat on the pallet. If paper rolls are not in compliance with this instruction, The Commonwealth of PA reserves the right to refuse or reject the order.

### **SERIAL NUMBERING**

Documents requiring serial numbers shall be shrink-wrapped in quantities of 50 or 100 unless otherwise specified in the purchase order. Each inner shrink-wrap bundle shall be arranged in serial number sequence with low serial numbers on top and high serial numbers on bottom. The labeling of each carton shall include the serial numbers contained therein, along with the standard label requirements as specified in this manual. The cartons shall then be palletized in ascending consecutive number sequence (with the lowest numbers on the top row of the pallet and the highest numbers on the bottom row of the pallet). If the last carton is less than full, that carton shall be placed on the top of the pallet and clearly marked as a partial carton.

### **BAR CODE SPECIFICATION**

These specifications will be provided at a later date.

# **Inbound Review Process**

## **Inbound Review Process General:**

The Material Review Process ensures that non-conforming material is reviewed on a timely basis and properly dispositioned.

It shall be the responsibility of the Warehouse Superintendent and the agency representatives to review non-conforming material.

During normal order processing, defective product may be discovered that does not meet customer specifications. This product will be marked with a hold tag as non-conforming material and placed in the MRB area. Agency personnel will be notified immediately.

For non-conforming material: a hold tag will be completed and affixed to the part. The part will be placed in a non-conforming material area, if space permits. Disposition of the material will be made by purchasing agency personnel. The person making the disposition will initial the tag. The tag will stay affixed to the product until it is scrapped or returned to the vendor after which the warehouse personnel will file it.

For scrapped material: the warehouse will adjust the information in SAP to reflect removal of the defective material as scrap.

## **Receiving Inspection**

It will be the responsibility of receiving personnel to perform receiving inspection and forward the results of this inspection to the proper personnel for verification of conformance to requirements.

All drivers with incoming material must report to the receiving/shipping office. Upon receipt of the vendor bill of lading, the driver will be given instruction as to where to unload. The material will be visually inspected prior to off-loading.

The driver reports to the proper location and forwards all paperwork to receiving. Receiving will verify that the material documented on the bill of lading matches the COPA purchase order.

Receiving performs the receiving inspection, signs the packing slip and attaches it to the bill of lading.

If all areas meet the material specifications the received product is entered into the computer database as transient inventory. The carrier is given his copy of the delivery receipt, which indicates receiver's name and any discrepancies in the receipt of material.

If material does not conform to specified requirements, it may be rejected back to the vendor. If the material has to be unloaded, the non-conforming material will be placed into the non-conforming material area and a claim will be entered with the vendor. Once the disposition on the material has been made, arrangements will be made to either scrap or return the material.

Supplier on-site verification is currently not necessary at COPA warehouses due to supplier capabilities.

## **Receiving Inspection Reporting**

This instruction ensures that the Division of Warehouse and Distribution implements a formal process for inspection of all incoming material. Verification of conformance to specified requirements will be required.

It is the responsibility of receiving personnel, supervisors, and shipping warehouse personnel to perform the required inspections.

Paperwork received from the driver must be checked for consistency by the receiving department by comparing it to the original order prior to unloading. Paperwork should contain a Bill of Lading and Packing Slip.

Material conforming to specified requirements will be received in and the information will be entered into the computer database. The material will then be tagged for proper identification.

Should material be entirely or partially rejected, the purchasing agency and the supplier will be notified. The warehouse superintendent should be notified to re-inspect the material and confirm disposition. All material will be dispositioned to the designated MRB area pending outcome from agency personnel.

For documentation purposes, the BOL must be marked accordingly to all discrepancies and a copy provided to the agency.

For SAP procedures related to refusals and credits, please follow the link below:

[CREDITS/STOCK DENIALS/RETURNS – Section 16](#)

# Damages to Cartons

## Conforming Material

### Torn Handle



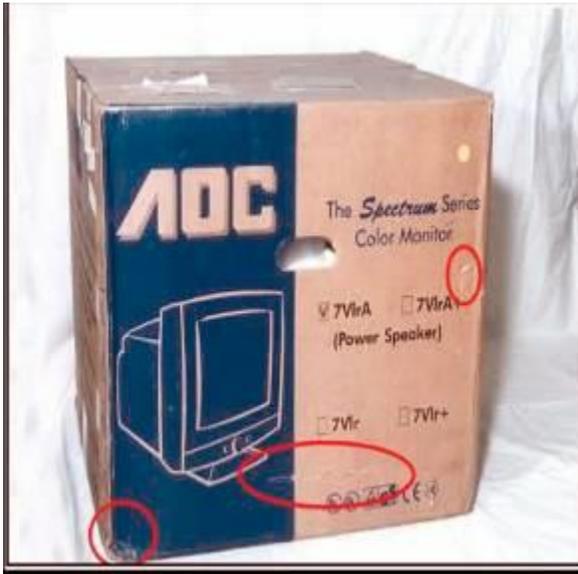
The carton is not damaged other than a torn carrying handle. This damage was a result of improper lifting. The internal contents are intact and unaffected.

### Punctured Corner



The carton has a small puncture in the lower left front corner. The carton has no other damage and the internal contents are intact and unaffected.

## Cosmetic Imperfections



The carton has a slight dent in the corner. There are other minor cosmetic imperfections. The internal contents are intact and unaffected.

## Creased & Scraped Panel



The carton has a minor crease and slight scrape on the front panel. The internal contents are intact and unaffected.

## Dented Corner



The carton has a dented corner. The internal contents are intact and unaffected.

## Creased Panel



The carton has a crease at the bottom of the front panel. This can be caused by poor palletization. The internal contents are intact and unaffected.

**Non-Conforming Material**

Compressed Panels



This carton has been compressed. The resulting damage may have comprised the internal contents.

Compressed Carton



This carton has been compressed. The resulting damage may have comprised the internal contents.

## Punctured Corner



The carton has been punctured and torn open exposing the internal contents. The internal contents are assumed to be damaged.

## Torn Carton



The carton has been ripped open, exposing the internal contents. The internal contents are assumed to be damaged.

## Punctured Carton



The carton has a puncture on a side panel. The internal contents are presumed to be adversely affected by this damage.

## Scraped, Punctured & Dented Panels



The carton has an abrasion and has been punctured exposing the internal contents.

## Crushed Carton



The carton has been crushed on the top panel. The internal contents are presumed to be adversely affected by this damage.

## Creased & Ripped Carton



The carton has been torn and creased. The internal contents are presumed to be adversely affected by this damage.

## Inferior Quality Pallet



This pallet is made from balsa or similar weak material. The bottom deck boards have broken away from the stringers making the pallet unsafe.

## Wrong Size Pallets



This Supplier has shipped product on pallets that are the wrong dimension, making it impossible to store without re-stacking on correct COPA Pallets.

# Inventory Management / Physical Inventory

## **Inventory – General:**

All inventory items under the responsibility of the DGS Distribution Center will be counted a minimum of one (1) time per year.

The inventory will be counted using the ABC methodology for inventory classification. This can be found in General Plant Data/Storage 1 tab, CC Phys Inv. Ind (Cycle-Count Physical Inventory Indicator). The code is generated by material number strictly from an inventory movement history standpoint. There will be 4 codes associated with this indicator: A = top 56% of inventory movement, B = next 28% of inventory movement, C = 14% of inventory movement and D = last 2% of inventory movement. This breakdown is automatically calculated in SAP and we transferred the results. We will compare usage rates every 6 months to ensure we have the correct cycle counting code in place.

Based on the new CC codes, we will cycle count in the following manner:

A Items = monthly, B Items = Every 2 months, C Items = quarterly and D Items = yearly.

Metrics will be compiled monthly to report results by agency and warehouse. A formal cycle-counting program will be established and inventory accuracy will be counted as a “hit” if count and location is accurate.

Inventory accuracy for all distribution centers will have a goal of 98%+, by warehouse. If this goal is maintained for 2 consecutive quarters, no annual physical inventory will be accomplished.

## **Inventory – Spot Counts – DGS Distribution Center:**

DGS Distribution Center will perform inventory spot counts as required to maintain accurate inventory. These counts will be in addition to the formal cycle-counting program.

## **Inventory – Spot Counts – Agency:**

Agencies may visit any designated DGS Distribution Center to perform material inventory as desired/required. It is required that agency contact person schedule appointment with the appropriate warehouse.

## **Inventory – Posting:**

Agencies will coordinate with the DGS Distribution Center the “posting” of inventory in a timely manner.

## **Inventory – Discrepancies/Errors:**

DGS Distribution Center will work with appropriate agency to resolve any discrepancies and/or errors. The DGS Distribution Center will not make any inventory adjustments without consent from the affected agency. This consent may include, but is not limited to:

1. Telephone contact
2. Written notification of discrepancy/error
3. Re-counting of items by DGS Distribution Center
4. Counting of items by Agency Personnel
5. Written statement of occurrence signed by appropriate DGS Distribution Center and Agency staff person

## **Inventory Adjustments**

Agency is responsible for determining any actions regarding their inventory. This includes, but is not limited to, all additions, deletions and changes.

Agency is responsible to notify DGS Distribution Center of all inventory additions, deletions and changes. This notification must occur in a timely manner to allow DGS Distribution Center adequate time to manage agency's inventory.

Agency must use the Inventory Communication Form regarding all notifications. A signed copy of this form must be promptly provided to DGS Distribution Center. The agency can e-mail this form or fax this form to the appropriate warehouse. Upon completion of form, DGS Distribution Center will maintain these forms at a central location at the DGS Distribution Center.

For additional details regarding Inventory count processes, please follow a link below:

[SAP Inventory Transactions – Section 16](#)

**INVENTORY COMMUNICATION FORM**

Name: \_\_\_\_\_

FAX # \_\_\_\_\_

Agency \_\_\_\_\_

Phone # \_\_\_\_\_

Action Date \_\_\_\_\_

Action Requested \_\_\_\_\_

(note symbol legend)

**SYMBOL LEGEND**

N – New Item	R – Restriction as noted
D – Destroy stock on hand immediately	M – Miscellaneous as noted
D1 – Destroy stock when new edition received	C1 – Change unit of issue
OD – Obsolete and destroy stock	OHC – Request for on-hand count
S – Send samples to Forms MGT	

<b>CHARGE DESTROYED STOCK TO PROGRAM OFFICE:</b>	<b>COST CTR</b>	<b>FUND</b>	<b>GENERAL LEDGER</b>
<b>FORM DETAILS</b>			
<b>SAP Number</b>			
<b>Form Number</b>		<b>NOUN NAME</b>	<b>UNIT COST</b>
<b>SOURCE CODE</b>		<b>UNIT OF ISSUE</b>	Value of destroyed stock
<b>REVIEW CODE/month</b>		<b>PARTS ON HAND</b>	
<b>NO. OF FORMS PER UNIT</b>		<b>FORM SPECIFICATION</b>	
<b>SIZE</b>		<b>HOW PRINTED</b>	
<b>PROGRAM OFFICE</b>			
<b>FOR OBSOLETE FORMS ONLY</b>			
<b>REPLACING FORM NO.</b>		<b>DATE OBSOLETE</b>	
<b>REASON</b>			
<b>ORDER INFORMATION</b>			
<b>P.O. NUMBER</b>		<b>ANTICIPATED DELIVERY</b>	
<b>NEW PART #</b>		<b>QTY ORDERED</b>	<b>EXPECTED # OF PALLETS</b>
<b>INFO</b>			
<b>PROCESSED AT MS</b>	<input type="checkbox"/>	<b>DATE</b>	
<b>PROCESSED AT WHSE</b>	<input type="checkbox"/>	<b>DATE</b>	

# Goods Issues/Picking and Packing

## **Goods Issues/Pick Slips – General:**

The DGS Distribution Center will process all Goods Issues and Pick Slips on a daily basis. Unless otherwise noted or there is an emergency need, agency requisitioners will be required to process their requisitions to the DGS Distribution Center.

Goods Issues/Pick Slips will be delivered within two (2) business days from the date of order.

Agency's will be required to notify their requisitioners of backorder, deleted and/or modified.

Detailed Information on Pik/Pack and GI Procedures by selecting a link below:

[SAP View And Print Orders – Section 16](#)

[SAP Hardcopies - Section 16](#)

[SAP Print Goods Issue For Hardcopy - Section 16](#)

[SAP Invoicing For Hardcopies - Section 16](#)

[SAP Invoice Printing - Section 16](#)

[Warehouse General Picking/Packing Procedures - Section 16](#)

[PLCB - Pick Cards – Section 13](#)

[MORRIS - Order Filling – Section 14](#)

[TOPICS - Pick and Pack Procedures – Section 15](#)

## **Non-Controlled, Non-Restricted Items (SAP):**

If an agency's inventory for non-controlled, non-restricted items is managed in SAP:

Requisitioners will be required to use EB Pro Requisitioners in MyWorkPlace – THIS INCLUDES EMERGENCY REQUESTS

A Goods Issue will be processed

Unless there are unusual quantities ordered, requisitions would not be reviewed for items and/or quantities ordered.

Backorders will accumulate until there is stock replenishment of the material or the item is deleted as an inventory item. Backordered items will be the responsibility of the agency to ensure these orders are satisfied by new purchase orders or expedited delivery dates.

## **Controlled, Restricted and Secured Items (SAP):**

If an agency's inventory for controlled and/or restricted items is managed in SAP:

Requisitions will be processed in a method that is within the guidelines of the agency. SAP will be the controlling system for ordering restricted items. It will be the Agency's responsibility to establish guidelines for ordering within the Agency.

A Goods Issue will be processed

Backorders will accumulate based on guidelines of the agency

The new material group 099999 for restricted inventory materials is in production. This will identify inventory materials with restrictions on 'who' can obtain from inventory plants: forms, formula, dog tags... Material group 099999 will be used throughout all plants in SAP. When these materials are created in SAP, the material master MUST have material group 099999 identified with those materials.

EBPro will have an approval process to capture material group 099999 and forward those orders to an approver(s) within the plant. Once the order is approved, it forwards to the inventory plant for processing and shipment.

Agencies must contact IES to establish materials for restricted ordering and access.

**All Non-SAP Inventory:**

If an agency's inventory is NOT managed in SAP, for non-controlled, non-secure, controlled and/or secure requisitioners will be required to use whatever method is currently in place to request items from your inventory.

Requisitioner - Goods Issues/Pick Slips

Agencies will designate a liaison person who will act as central point of contact for their requisitioners.

Questions:

Agency requisitioners will be directed to contact the DGS Distribution Center – Customer Service Unit regarding any questions or concerns. DGS Distribution Center – Customer Service Unit business hours are 7:00 AM to 4:30 PM

Phone: (717) 787-6159 Ext. 3234 or 787-6159 Ext. 3244; Fax: (717) 787-0934

DGS Distribution Center will provide a Customer Service Website located on the Department of General Services website: [www.dgs.state.pa.us/surp\\_prop/site/default.asp](http://www.dgs.state.pa.us/surp_prop/site/default.asp).

**Goods Issue - Discrepancies:**

Discrepancies will be managed on a case-by-case basis. This may require DGS Distribution Center to:

1. Work with Requisitioner to resolve discrepancy
2. Work with agency liaison to resolve discrepancy
3. Require written statement from requisitioner, agency or supplier.
4. Require electronic and/or faxed information from Requisitioner, agency or supplier.
5. Contact shipping company and/or shipping tracer regarding proof of delivery

**Goods Issue - Returns:**

Returns will be managed on a case-by-case basis. This may require DGS Distribution Center to:

- Work with Requisitioner to coordinate return
- Work with agency liaison to coordinate return
- Require written statement from either Requisitioner and/or agency
- Require electronic and/or faxed information from Requisitioner and/or agency

**Goods Issue - Credits:**

Credits will be managed on a case-by-case basis. This may require DGS Distribution Center to:

Work with Requisitioner regarding credit  
Work with agency liaison regarding credit  
Require written statement from either Requisitioner and/or agency

Require electronic and/or faxed information from Requisitioner and/or agency

**NOTE:** Due to fiscal or data base restrictions, DGS Distribution Center may be limited to how credits are processed.

### **Goods Issue - Quality Assurance Check**

The DGS Distribution Center is responsible for providing a quality assurance check for Goods Issues and Picking Slips. DGS Distribution Center initial and date the inspected Goods Issues/Picking Slips.

### **Controlled Documents and Secure Inventory:**

Controlled Documents and Secure inventory items will be managed as indicated by the appropriate agency. DGS Distribution Center will provide a quality assurance check to ensure shipments and any required written documentation is properly maintained.

### **Inventory Management:**

DGS Distribution Center will provide quality assurance to ensure inventory is properly rotated in accordance with agency and/or manufacturer's requirements – such as: expiration dates, lot numbers, serial number control, etc.

## Picking/Packing/Shipping Materials

### 1. Picking Materials

- a. Equipment Operator pulls each material listed on Goods Issue Slip
  1. Locations and Quantity of each material is listed on Goods Issue Slip
  2. Materials are placed in Packing Area
    - a. Materials are grouped on skids
    - b. Equipment Operator signs/dates Goods Issue Slip
    - c. Goods Issue Slip is placed with materials in visual, secure location.
- b. Storekeeper double checks materials have been pulled accurately
  1. Incorrectly pulled items:
    - a. Items are returned to accurate warehouse location.
    - b. Equipment Operator is informed of his mistake.
    - c. Correct Items are pulled and re-checked by Storekeeper
  2. Correctly pulled items:
    - a. Storekeeper signs/dates Goods Issue Slip
    - b. Materials placed in packing area

### 2. Packing Materials

- a. Stock Clerk locates packing box (es)
  1. Ensure box (es) is adequate for amount of materials.
- b. Items are strategically placed in box (es) for best fit.
- c. Stuffing material is placed in all empty spaces.
- d. Ensure all materials are packed securely
  1. Box (es) should be shaken without hearing any items shifting.
- e. STO Number is listed on box (es)
- f. Stock Clerk completes proper information on Goods Issue Slip
  1. Name and Date
  2. Carton Count
- g. Items are ready for shipment

### 3. Shipping Materials

- a. Local Shipments:
  1. Envelope prepared with proper information:
    - a. Write Information on Envelope
      1. STO Number
      2. Address
    - b. Insert 2<sup>nd</sup> Copy of Goods Issue Slip
      1. This is the Customers Packing Slip
  2. Envelope is taped on box in a visible location
  3. 1<sup>st</sup> Copy of Goods Issue Slip is folded and placed under the envelope

- a. This copy is to be signed/dated by requesting agency, upon delivery, for delivery verification, and returned to warehouse.
    4. STO Number is placed on all boxes, unless shrink-wrapped
    5. Box (es) are placed in Local Shipment Location
  - b. UPS Shipments:
    1. Place Box on UPS Scale for weight
    2. Address: Enter Delivery Address
    3. Reference: Enter STO Number
      - a. For multi-box shipments:
        1. Click on 'Use on all Packages'
        2. Click Back (to address screen)
        3. Place carton on scale and select 'ADD'
        4. Change carton on scale and select 'ADD'
          - a. Repeat process until all cartons have been weighed
    4. Select 'Process Shipment'
      - a. Labels and End of Day Reports:
        1. Click on Computer Icon
        2. Select 'Yes'
          - a. Generates label for UPS Driver and Report for Billing
      3. Reprint Report for file:
        - a. Click on 'Log Book'
        - b. Click on Pick up Date
        - c. Go into Activities
        - d. Select "Reprint Reports"
        - e. Click on 'Detail Report'
  5. STO Number is placed on all boxes, unless shrink-wrapped
  6. Box (es) are placed in UPS Shipment Location
- c. Common Carrier Shipments:
  1. All boxes are stacked on pallet
    - a. Ensure boxes aren't hanging over pallet
  2. Order prepared for typing of Bill of Lading
    - a. Information written on Goods Issue Slip
      1. Non-Hazmat Materials:
        - a. Number of Pallets (Number of Cartons) FAK Weight  
Example: 1 pallet (40 crtns) FAK 2040
      2. Hazmat Materials:
        - a. Number of Pallets (Number of Cartons) FAK Weight  
Specific Hazmat Information

Example: 1 pallet (40 bags) FAK 2000  
Corrosive, Sodium Hydroxide, Solid, 8, UN1823,  
II

b. Hazmat Information Sheet is to be attached

3. Bill of Lading, Packing Slip and Shipping Address taped on carton, in a visible location
4. Pallet is shrink wrapped and weighed (weight entered as shown above)
5. Paperwork is given to Storekeeper to collect quotes for the most economical trucking company
6. Goods Issue Slip is given to Clerk Typist to type Bill of Lading
  - a. Typed Bill of Lading is returned to Storekeeper
7. Pallets are placed in Common Carrier Location

d. PennDot (Pony) Shipments:

1. Envelope prepared with proper information:
  - a. Write Information on Envelope
    1. STO Number
    2. District Number
  - b. Insert 2<sup>nd</sup> Copy of Goods Issue Slip
    1. This is the Customers Packing Slip
2. Envelope is taped on box in a visible location
3. 1<sup>st</sup> Copy of Goods Issue Slip is folded and placed under the envelope
  - a. This copy is to be signed/dated by Pony Driver, upon pick-up, for pick-up verification, and returned to warehouse.
4. STO Number is placed on all boxes, unless shrink-wrapped
5. Box(es) are placed in Pony Location

# Shipping

## **General:**

Unless otherwise noted by agency's service requirements, DGS Distribution Center will determine the most cost efficient method of shipment.

## **United Parcel Service (UPS):**

Agencies are required to process all administrative and fiscal documentation required to maintain an active United Parcel Service (UPS) Shipping Account. DGS Distribution Center uses the UPS Ground as their primary method for out of town shipments.

Agencies have the ability to review their UPS account through their Agency's UPS Liaison. Agency will have the ability to back charge to the appropriate Fund and Cost Centers.

DGS Distribution Center will monitor all shipments via UPS and will establish reporting and delivery exception procedures as described in [www.ups.com](http://www.ups.com).

## **Local Deliveries:**

DGS Distribution Center will deliver to all agencies facilities in the Harrisburg Area on a daily basis. Note: All DGS Distribution Center staff will be required to wear correct Commonwealth Employee Picture Identification.

## **Agency Mailroom:**

If it is determined by the DGS Distribution Center, the most cost effective method is to mail shipments the DGS Distribution Center will drop off items to be mailed to respective agency mailrooms for processing.

## **Less Than Truckload or Truckload Shipments**

If "Less Than Truckload" (LTL) or truckload shipments are required for shipment to a customer outside the Harrisburg area, DGS Distribution Center, DGS will obtain 3 quotes from outside carriers. This procedure will be accomplished using Attachment 3.

# UPS Procedures

## Tracking Packages

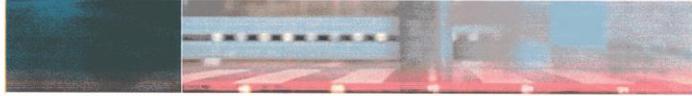
The screenshot shows the UPS website's tracking interface. At the top left is the UPS logo. To its right is a banner image of a warehouse. Below the banner are navigation links: Home | About UPS | Contact UPS | Welcome Center. A login section includes 'Log-In', 'User ID:' with an input field, 'Password:' with an input field, a blue arrow button, and a 'Forgot Password' link. A 'Re' button is also present.

The main heading is 'Track by Tracking Number', preceded by a barcode icon. Below this is the section 'Enter Tracking Information' with a 'Help' link. The text says 'Enter up to 25 UPS Tracking Numbers and/or InfoNotice Numbers below.' A 'PLEASE NOTE' section states that users must accept the UPS Tracking Terms and Conditions by selecting a checkbox. Below this is an 'Inquiry Numbers:' section with a list of five numbered input fields. A link 'Enter More Numbers' is below the list. A checkbox is followed by the text 'By selecting this box and the "Track" button, I agree to these Terms and Conditions'. To the right of this is a 'Clear' button and a 'Track' button with a right-pointing arrow.

On the left side, there is a 'Tracking' menu with links: 'Track by Tracking Number', 'Track by Reference Number', 'Import Tracking Numbers', 'Track by E-mail', 'Get Quantum View Files', 'Request Quantum View Notify', 'Void a Shipment', and 'Help'. Below the menu is a promotional banner for 'UPS Trade Direct<sup>SM</sup> Air' with the text 'A new way to forward air freight.' Below the banner is a link 'Find Answers to Your Tracking Questions' and another link 'Go to Tracking Number FAQ'.

On the right side, there is a 'More Ways to Track' section. It lists several tracking options: 'UPS Signature Tracking' (proof of delivery, signature, name), 'Track by E-mail' (summary in a message), 'Track by Reference Number' (use reference number assigned to packages), and 'UPS SonicAir Customers' (track same day Sonic packages).

At the bottom of the page, there is a copyright notice: 'Copyright © 1994-2004 United Parcel Service of America, Inc. All rights reserved.'



[Home](#) | [About UPS](#) | [Contact UPS](#) | [Welcome Center](#)

**Register**

→ [Reasons to Register](#)

> [Quantum View](#)

  Inbound

> [Quantum View](#)

  Outbound

> [Schedule a Pickup](#)

> [Create a Shipment](#)

> [Enhanced Tracking](#)

> **Signature Tracking**

> [UPS Supplies](#)

> [Open a UPS Account](#)

> [UPS OnLine Tools](#)

> [Void a Shipment](#)

> [UPS Administration](#)

> [Wireless Services](#)

→ [Forgot User ID or Password](#)

→ [Help](#)

**Log-In** User ID:  Password:  → | [Forgot Password](#)

## UPS Signature Tracking™

### Request and Activate your PIN

UPS Signature Tracking is a secure, Web-based service that provides enhanced tracking and delivery information. These features can help streamline your billing and customer service functions.

Each time you track a package using UPS Signature Tracking, your tracking results may include Proof of Delivery with:

- =Signature image
- =Full name and delivery address
- =C.O.D. information
- =Reference number information

PIN-controlled security helps prevent unauthorized access to your sensitive UPS delivery information. You determine who has access to UPS Signature Tracking and to specific features for shipments sent using your UPS Account.

### Signing Up Is Easy

1. [Log in to My UPS](#)
2. Request your UPS Signature Tracking PIN (allow 7-10 business days)
3. Activate Signature Tracking PIN
4. Start tracking!



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**UPS SHIPPING**

Enter STO #

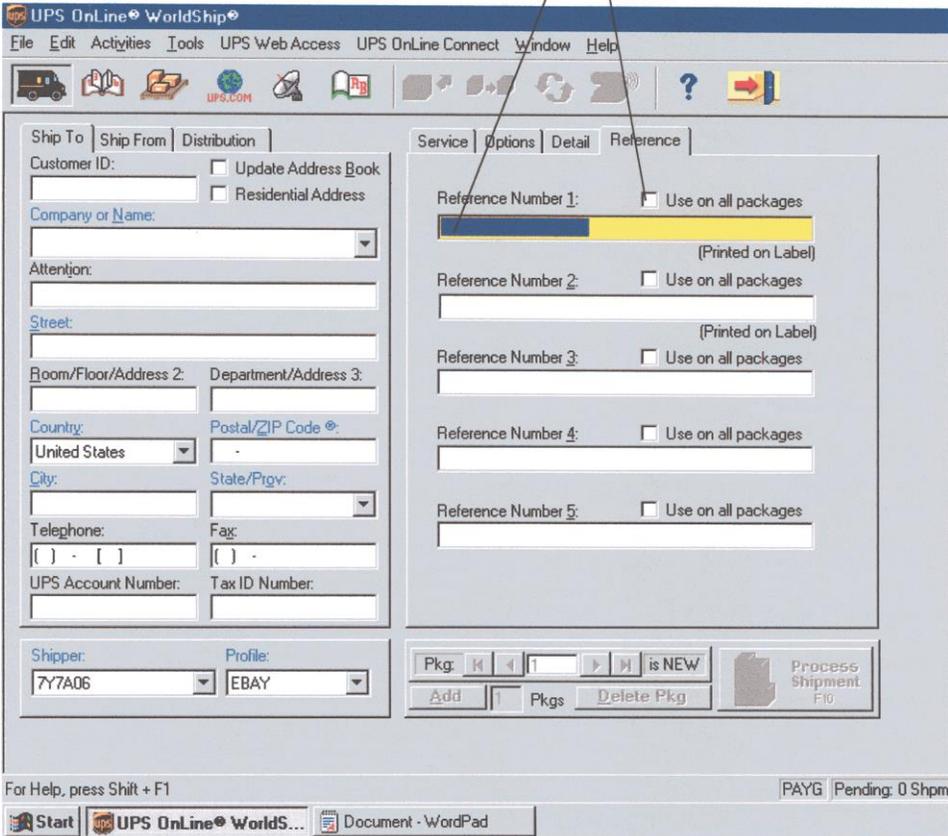
Fill in appropriate fields

**ALWAYS BE SURE THE PROPER SHIPPER NUMBER AND PROFILE NAME ARE IN THESE FIELDS**

**Single Package Shipment:** After all required fields are filled, place package on scale and hit “Process Shipment” Place address label on package and the small second label place on the STO

**Multiple Package Shipment:** After all required fields are filled place the first package on scale and hit “Add.” Place label on the package to be shipped. Continue this for all packages until you come to the last package. The last package of the shipment hit “Process Shipment.” Place the small label on STO

Enter the STO # in the "Reference Number 1" and click "Use on all packages" the STO # will appear on all shipping labels



# End Of Day Reports

## End of Day Reports

Click on computer it will then ask, "Do you want to start End of Day?"  
Click "YES"

Ship To | Ship From | Distribution

Customer ID: [ ]  Update Address Book  
 Residential Address

Company or Name: [ ]

Attention: [ ]

Street: [ ]

Room/Floor/Address 2: [ ] Department/Address 3: [ ]

Country: United States Postal/ZIP Code: [ ]

City: [ ] State/Prov.: [ ]

Telephone: [ ] Fax: [ ]

UPS Account Number: [ ] Tax ID Number: [ ]

Shipper: 7Y7A06 Profile: EBAY

Service | Options | Detail | Reference

Shipment

UPS Service: Ground

Saturday Delivery

Billing Option: Prepaid

Bill to Third Party

Package

Package Type: Package

Insured Value: \$ [ ]

Reference Number 1: [ ] (Printed on Label)

Reference Number 2: [ ] (Printed on Label)

Weight (pounds)

Package: [ ] Shipment: 0.0

Electronic Scale Activated

Shipment Cost

\$0.00

Pkg [ ] is NEW

Add [ ] Pkgs [ ] Delete Pkg [ ]

Process Shipment [ ]

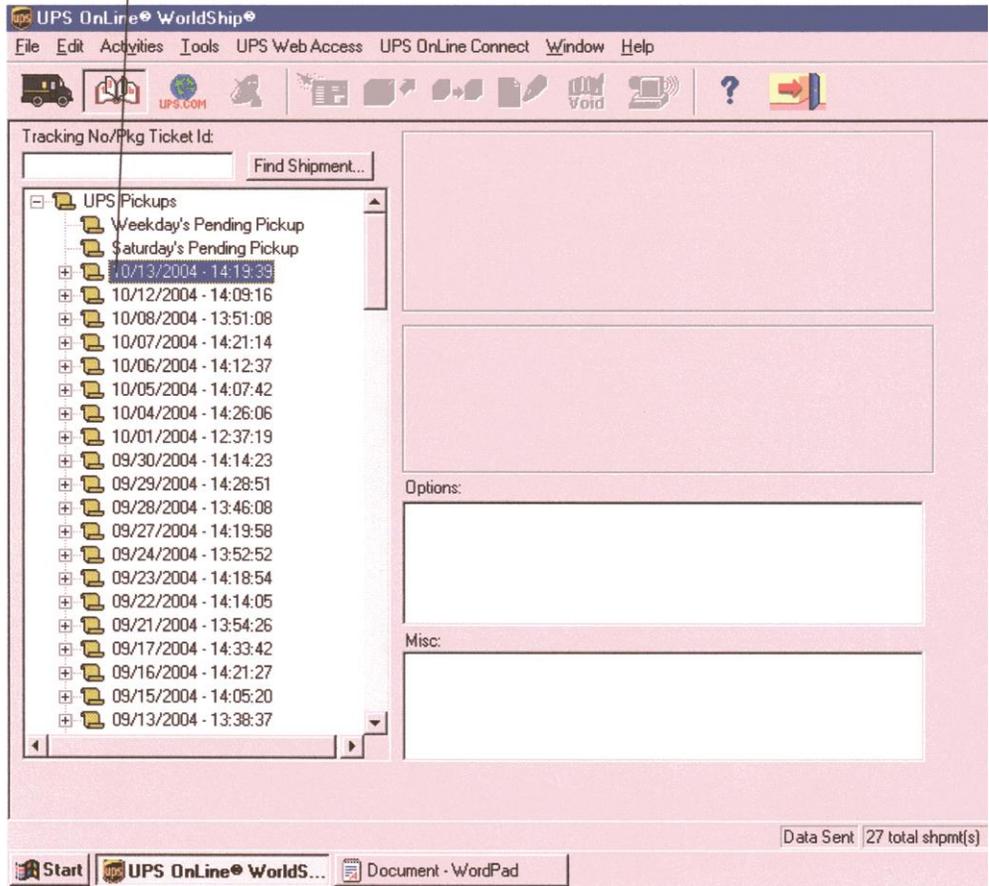
PAYG Pending: 1 Shpmt

A label will be printed set aside for UPS driver  
A report will then print.

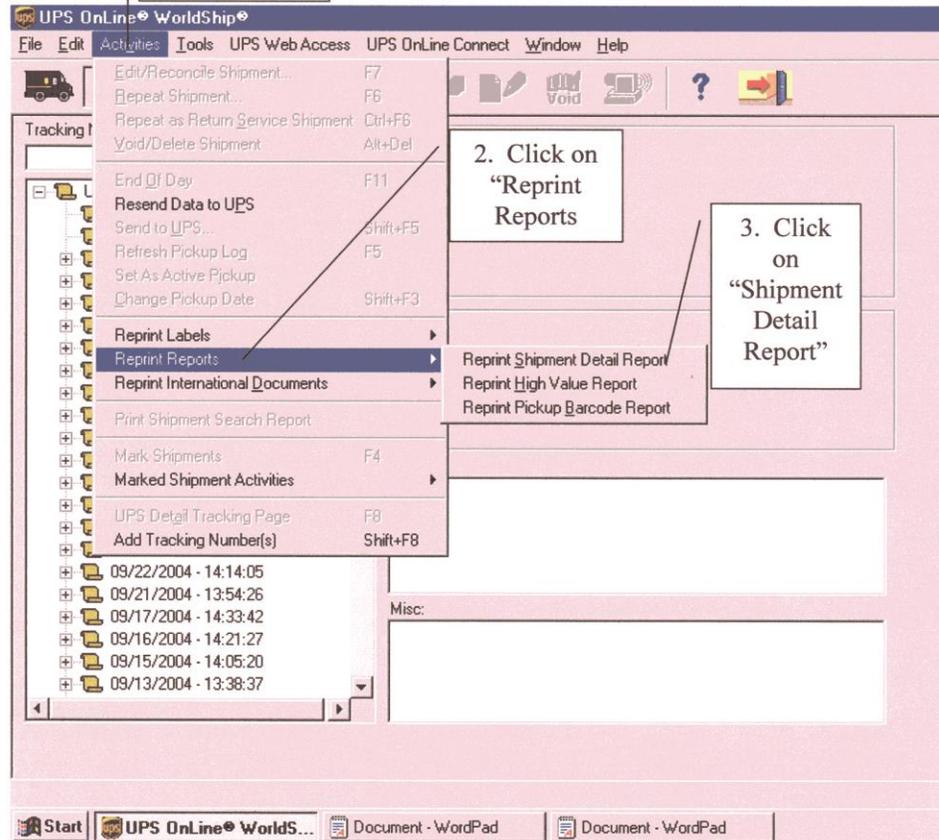
When the report is finished printing click on the book

**TO REPEAT REPORT**

1. Highlight current days date



1. Click on  
"Activities"



The reports will reprint. You will have one report for your reference files and the second for the Comptroller/payment.

## Which Common Carrier to Use

UPS OnLine® WorldShip®

File Edit Activities Tools UPS Web Access UPS OnLine Connect Window Help

<p>Ship To   Ship From   Distribution</p> <p>Customer ID: <input type="text"/> <input type="checkbox"/> Update Address Book  <input type="checkbox"/> Residential Address</p> <p>Company or Name: <input type="text"/></p> <p>Attention: <input type="text"/></p> <p>Street: <input type="text"/></p> <p>Room/Floor/Address 2: <input type="text"/> Department/Address 3: <input type="text"/></p> <p>Country: <input type="text"/> Postal/ZIP Code: <input type="text"/></p> <p>City: <input type="text"/> State/Prv: <input type="text"/></p> <p>Telephone: <input type="text"/> Fax: <input type="text"/></p> <p>UPS Account Number: <input type="text"/> Tax ID Number: <input type="text"/></p> <p>Shipper: <input type="text"/> Profile: <input type="text"/></p> <p><input type="text"/> 7Y7A06 <input type="text"/> EBAY</p>		<p>Service   Options   Detail   Reference</p> <p>Shipment</p> <p>UPS Service: <input type="text"/> Ground</p> <p><input type="checkbox"/> Saturday Delivery</p> <p>Billing Option: <input type="text"/> Prepaid</p> <p><input type="checkbox"/> Bill to Third Party</p> <p>Weight (pounds)</p> <p>Package: <input type="text"/> Shipment: 0.0</p> <p><input checked="" type="checkbox"/> Electronic Scale Activated</p>		<p>Package</p> <p>Package Type: <input type="text"/> Package</p> <p>Insured Value: \$ <input type="text"/></p> <p>Reference Number 1: <input type="text"/> (Printed on Label)</p> <p>Reference Number 2: <input type="text"/> (Printed on Label)</p> <p>Shipment Cost</p> <p><b>\$0.00</b></p>	
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Pkg:  is NEW

Add  Pkgs Delete Pkg

Process Shipment F10

For Help, press Shift + F1

PAYG Pending: 0 Shpmt(s), 0 Pkg(s), Cost: \$0.00

Start UPS OnLine® WorldS... Document - WordPad 2:57 PM

Use for shipments under 10,000 pounds

**A. Duie Pyle Companies**

Pro Tracking  **Go!** Site Search  **Go!**

Show Tool Tips  *Pyle Receives 'Platinum Carrier of the Year' Award* Wednesday, October 13, 2004

**Customer Service and Satisfaction - 800-5...**

**Investments in the Right Equipment**

At A. Duie Pyle we pride ourselves in making investments in the right equipment. You have our "Seal of Commitment!"

Click hers for Customer Options then click "Logon"

Done Internet

Start Inbo... Calc... A. D... Docu... 8:42 AM

D G S COMMODITY WAREHOUSE HARRISBURG, PA - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address <http://www.pyleco.com/MyPyle/default.asp> Go

**Pro Tracking**  **Go!** **A. Duie Pyle Companies** **Site Search**  **Go!**

Show Tool Tips  **30th Anniversary of A. Duie Pyle** Wednesday, October 13, 2004

**Home** **My Pyle**

Logoff  
 My BOL Wizard  
 My Claims  
 My Invoices  
 My Payables  
 My Pickup Request  
 My Profile  
 My Rate Quotes  
 My Reports  
 My Spot Quote  
 Shipment Tracking  
**Online Tools**

Click on "Rate Quotes"

**MY PYLE**

Welcome to My Pyle, a private and secure section of our website that A. Duie Pyle, Inc. has designed exclusively for our customers.

My Pyle offers many online tools, easily customized to help you handle your business more efficiently, using such features as:

**My BOL Wizard:** Create, print and save official A. Duie Pyle, Inc. bill

Done Internet

Start Inbo... Calc... D G ... Docu... 8:56 AM

LTL - D G S COMMODITY WAREHOUSE HARRISBURG, PA - Microsoft Internet Explorer

Address <http://www.pyleco.com/MyPyle/default.asp>

**Pro Tracking**  **Go!** **A. Duie Pyle Companies** **Site Search**  **Go!**

Show Tool Tips  **80th Anniversary of A. Duie Pyle** Wednesday, October 13, 2004

**Home**  
**My Pyle**  
Logoff  
My BOL Wizard  
My Claims

**A. Duie Pyle Rate Quote**

LTL - D G S COMMODITY WAREHOUSE HARRISBURG, PA

<input type="radio"/> Inbound Collect	<input checked="" type="radio"/> Outbound Prepaid
<b>Origin</b>	<b>Destination</b>
<input type="text" value="17125"/>	<input type="text" value="17701"/>
<b>Class</b>	<b>Weight</b>
<input type="text" value="55"/>	<input type="text" value="925"/>
<input type="text"/>	<input type="text"/>

Class of Material

My Rate Quotes  
My Reports  
My Spot Quote  
Shipment Tracking  
**Online Tools**

Enter Zip Code

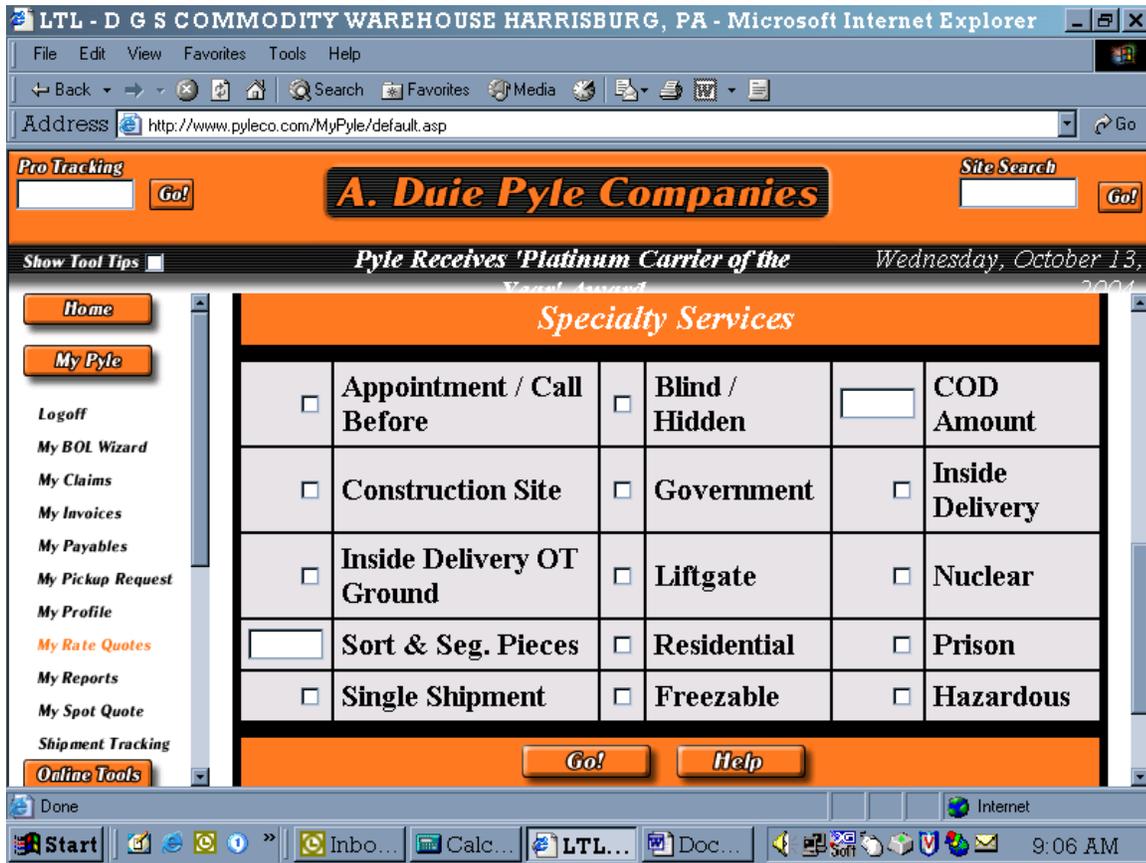
Weight of Material acquired from STO

Done Internet

Start Inbo... Calc... LTL... Docu... 8:59 AM

Scroll down to complete Quote information

Click on PRISON or HAZARDOUS if one of the two boxes come into play. Information can be found on the STO.



Click GO

LTL - D G S COMMODITY WAREHOUSE HARRISBURG, PA - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.pyleco.com/MyPyle/default.asp>

**Pro Tracking**  **Go!** **A. Duie Pyle Companies** **Site Search**  **Go!**

Show Tool Tips **A. Duie Pyle Receives 'Quest for Quality'** Wednesday, October 13, 2004

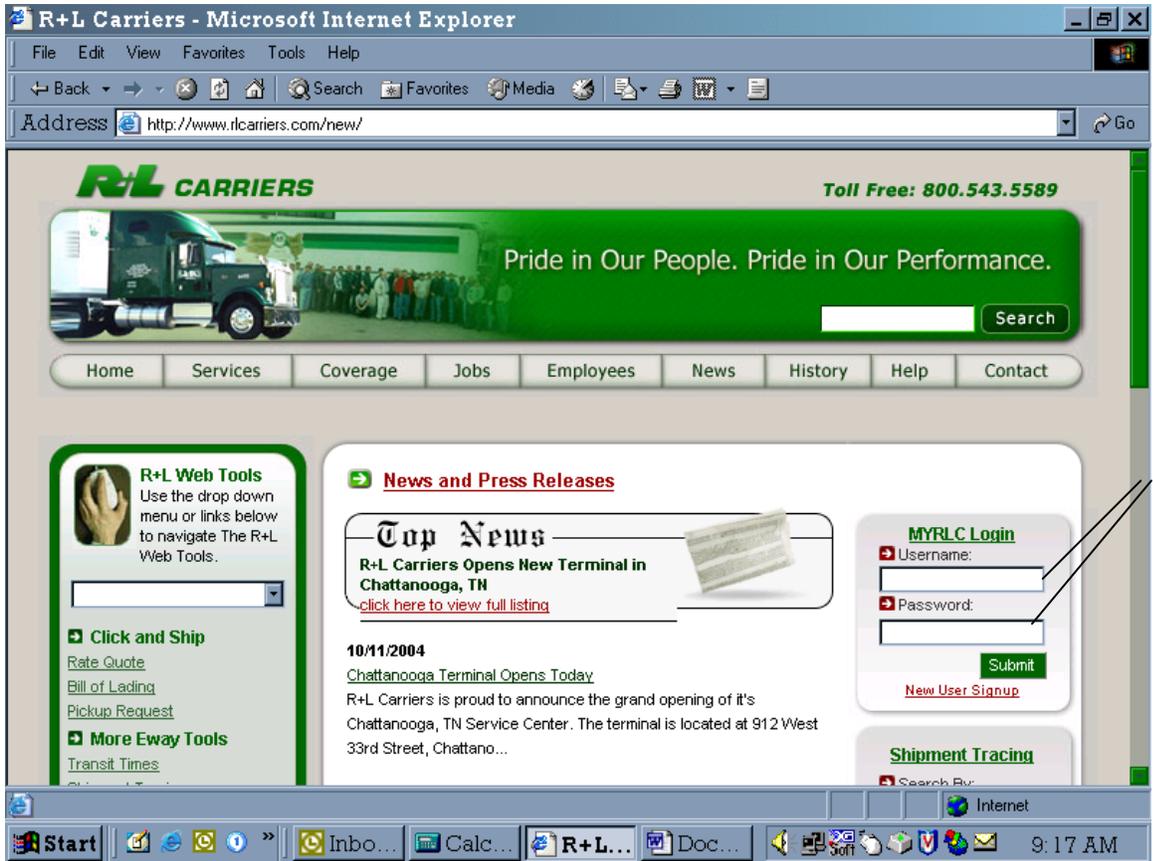
My BOL Wizard  
 My Claims  
 My Invoices  
 My Payables  
 My Pickup Request  
 My Profile  
 My Rate Quotes  
 My Reports  
 My Spot Quote  
 Shipment Tracking  
**Online Tools**  
**LTL**  
**Truckload**  
**Warehouse**

<b>From:</b>	<b>To:</b>	<b>Transit Days:</b>
17125	17701	1
<b>Class</b>	<b>Weight</b>	<b>Rate</b>
55	925	8.15
<b>Ship Weight</b>		1,000
<b>Outbound Prepaid Freight Charge</b>		\$81.50
<b>Fuel Surcharge (7.50%)</b>		\$6.11
<b>Total Freight Charges</b>		\$87.61

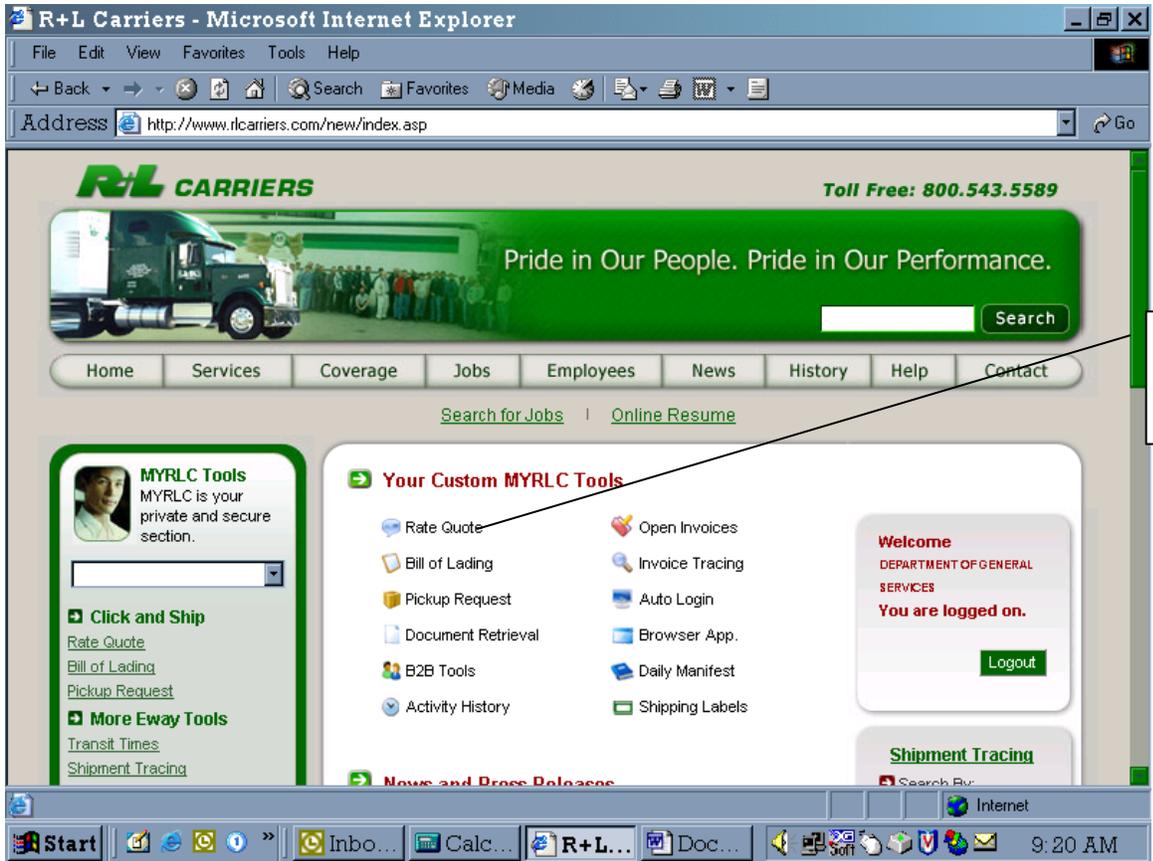
This is your Quote for this shipment

Done Internet

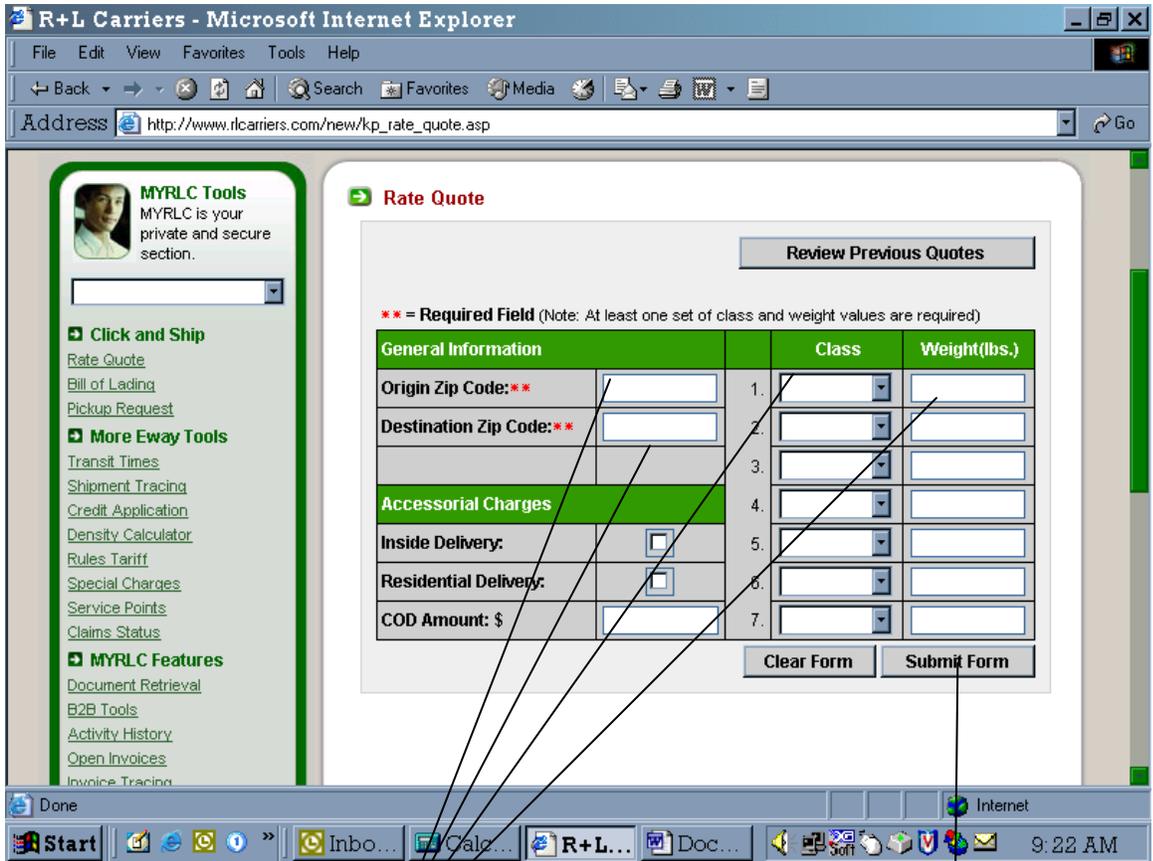
Start Inbo... Calc... LTL... Doc... 9:12 AM



Enter "Username" and "Password"



Click on  
"Rate  
Quotes"



Enter required fields

Click

R+L Carriers - Microsoft Internet Explorer

Address [http://www.rlcarriers.com/new/kp\\_rate\\_quote2.asp](http://www.rlcarriers.com/new/kp_rate_quote2.asp)

[Rate Quote](#)

[Bill of Lading](#)

[Pickup Request](#)

**More Eway Tools**

[Transit Times](#)

[Shipment Tracing](#)

[Credit Application](#)

[Density Calculator](#)

[Rules Tariff](#)

[Special Charges](#)

[Service Points](#)

[Claims Status](#)

**MYRLC Features**

[Document Retrieval](#)

[B2B Tools](#)

[Activity History](#)

[Open Invoices](#)

[Invoice Tracing](#)

[Auto Logon](#)

[Browser App.](#)

[Daily Manifest](#)

[Shipping Labels](#)

**Wireless Tracing**  
Wireless shipment

Rate Quote			
<b>Quote #:</b> 5081189		<b>Service Days:</b> 1	
<b>Customer Code:</b> 7177876147			
Origin		Destination	
<b>Terminal:</b>	LEBANON, PA (LEB)	<b>Terminal:</b>	SCRANTON, PA (SCR)
<b>Zip:</b>	17105	<b>Zip:</b>	17701
<b>Phone:</b>	1-888-714-1231	<b>Phone:</b>	1-800-654-6927

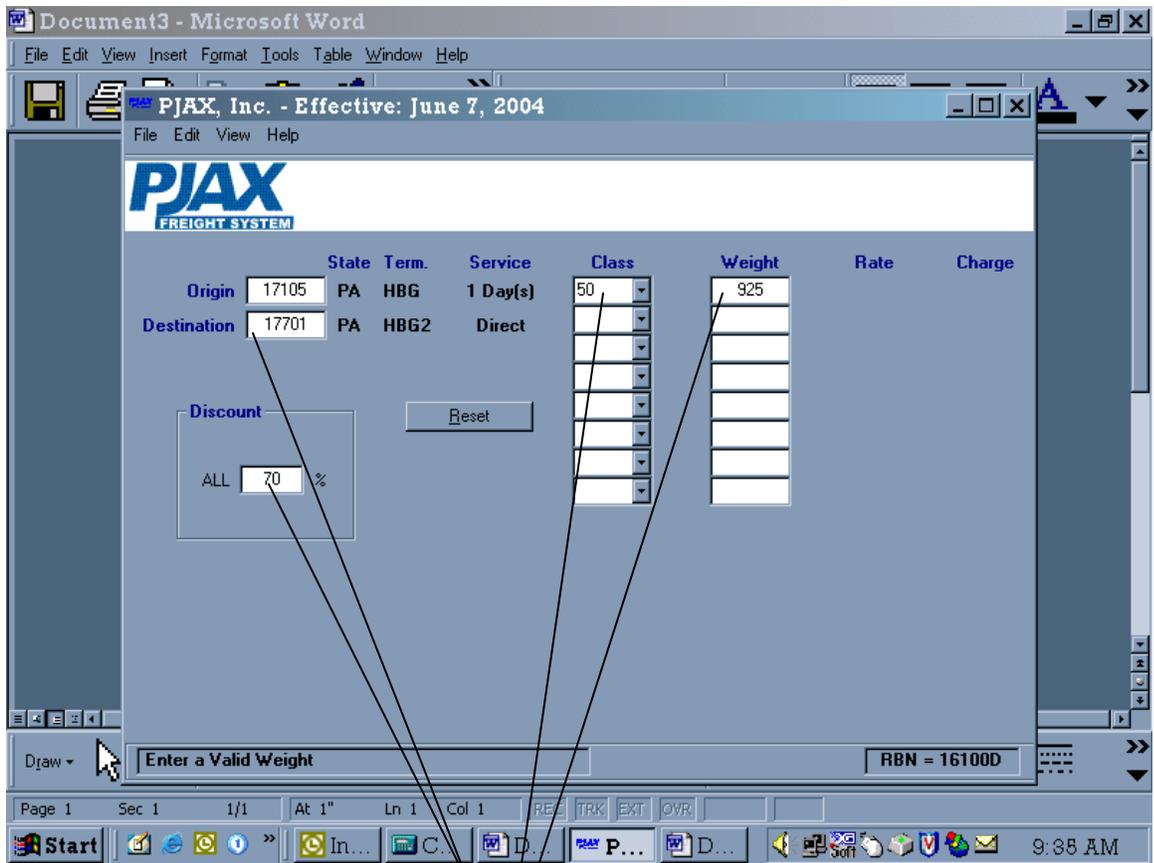
Class	Weight	Rate	Charge
50	925	\$28.65	\$265.01
<b>Deficit Weight</b>	75	28.65	\$21.49
<b>Gross Charge</b>	1,000		\$286.50
<b>Discount</b>		68%	\$194.82
<b>Fuel Surcharge</b>	91.68	11.80%	\$10.82
<b>Net Charges</b>			<b>\$102.50</b>

FAK 50 APPLIES TO CLASS 50 TO 92.5

Done

Start | Inbo... | Calc... | R+L... | Doc... | 9:27 AM

This is the Quote for this Shipment



Enter all required fields and Hit ENTER

Document3 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

PJAX, Inc. - Effective: June 7, 2004

File Edit View Help

**PJAX**  
FREIGHT SYSTEM

Origin	State	Term.	Service	Class	Weight	Rate	Charge
17105	PA	HBG	1 Day(s)	50	925	28.43	262.98
Destination	17701	PA	HBG2	Direct			
Discount				Reset			
ALL 70 %							
Deficit Weight					75	28.43	21.32
Billed Weight					1000		
Undiscounted Charge							284.30
70.00% Discount							199.01
Net Charge							85.29
Fuel Surcharge							0.00
Total Charge							85.29

Draw ▾ Enter a Valid Class RBN = 16100D

Page 2 Sec 1 2/2 At 1.3" Ln 3 Col 1 REC TRK EXT OVR

Start In... C... D... P... D... 9:39 AM

# File Retention

## **Non-Secure/Non-Controlled Goods Issues/Picking Slips:**

Completed Non-Secure/Non-Controlled Goods Issues/Picking Slips will be maintained on file for twelve (12) months from date of issue at the DGS Distribution Center.

## **Secure/Controlled Goods Issue/Picking Slips including any extra documentation:**

Completed Secure/Controlled Goods Issue/Picking Slips, which includes any logs or special documentation, will be maintained at the DGS Distribution Center on a retention schedule identified in the Agency's Service Requirements.

## **United Parcel Service (UPS) Shipping Reports:**

United Parcel Service (UPS) daily shipping reports will be retained for a twelve (12) month period from issue date at the DGS Distribution Center.

## **Daily Local Shipping Log:**

The Daily Local Shipping Log will be retained for a twelve (12) month period from date of log at the DGS Distribution Center.

# Excess Retrieval and Disposition Instructions

## Submitting Material For Storage

### Instructions For Excess Identification Tag

Enter appropriate information onto the tag.

- Plant
- Dept.
- Description
- Date

Attach it to the excess property. Ensure method of attachment does not damage the property.

### Instructions for Completing Excess Packing Slip

Complete the following information

- Date
- From:
- Plant #:
- Page \_\_ of \_\_

1. Enter appropriate information from the tag onto the packing slip.
2. Complete all required fields on the packing slip:
  - a. Tag number
  - b. Bureau
  - c. Item Number (note: Select from "Standard Item Descriptions" tab)
  - d. Item Description (note: Automatically populates based on Item Number)
  - e. Item description 2
  - f. Color (if applicable)
  - g. Quantity
3. After the packing slip is complete, print out 2 copies and bring with material to Excess warehouse.
4. Call the Excess warehouse and schedule delivery appointment. 717-525-5812
5. Electronically send the packing slip using Microsoft Excel to, the Excess warehouse resource account at RA-Whs&Dist@Pa.Gov (internal: GS, Whs&Dist)
6. After material is delivered, shipper and receiver will sign and date delivery for validation of contents and proof of delivery.
7. Shipper will receive one signed copy of packing slip for records.
8. Excess warehouse will add contents of packing slip to master inventory (from electronic packing slip) and will file hardcopy Packing Slip.
9. Notify Customer Service at 717-525-5812 approximately 48 hours in advance of all deliveries and retrievals. This is needed due to an ever increasing need for space and due to the fact we have two different warehouses at two different locations storing excess.

## State Surplus Property

Follow 551 Disposition Report System

**Note: Please call 717-787-4085 to schedule delivery appointment**

# Excess Packing Slip

## Retrieval of Items from the Excess Warehouse

### Review of Property

If you need to review or look at the items stored for your bureau, please contact the warehouse manager to establish an appointment. Hours of operation are 7:00am-4:00pm. An appointment is necessary to ensure personnel are available to escort you through the warehouse. The escort is necessary to ensure the security of everyone's property.

### To retrieve an item(s) from the Excess Warehouse

1. E-mail the warehouse manager with the tag number and the description.
2. Make arrangements for pick-up/delivery.
3. Upon receipt of the item, the receiver will sign for the item using the "Retrieval from Excess Packing Slip".
4. Receiver will provide signed packing to the property control officer, as verification of receipt and a deletion transaction from the Bureau's inventory.
5. Excess warehouse will transact the deletion from the master inventory.



A yellow rectangular form titled "EXCESS PROPERTY IDENTIFICATION TAG" at the bottom. The form contains the following fields and text:

- Top right: E3626
- PLANT \_\_\_\_\_ DEPT \_\_\_\_\_
- DESCRIPTION \_\_\_\_\_
- DATE \_\_\_\_\_
- Bottom center: EXCESS PROPERTY IDENTIFICATION TAG

There is a circular hole on the left side of the form, approximately halfway down.









inventory

4 Receiver: Note, provide this signed packing slip to your inventory control officer

# Metrics & Reports

Metrics will be maintained by each distribution center and reported on monthly to DGS Management.

- Inventory Turns: 12/year by agency
- Inventory Accuracy: 98%+
- Inventory Location Accuracy: 98%+
- OTP Supplier Inbound: 95%
- Shipment Accuracy: 99%+
- Picking Accuracy, 1st pick: 98%
- Picking Accuracy, Check: 100%
- OTP Shipments: 99%
- OTP Delivery: 99%
- Inventory Loss by Center: >3%
- Carrier Loss by Center: >1%
- Concealed Damage by Center: >1%

The following reports will be maintained on a monthly or as needed basis:

- STO Report
- STO Values
- Inventory Issue Reports
- Percent of Inventory Issued
- Previous Months Receipts/Issues
- Inventory Issues Analysis
- Issues from Inventory
- Issues from Storage Location
- Average Inventory Turn Over
- Percent of Inventory Usage

## Current Inventory Reports

Current Inventory with Turnover  
Total Quantity and Value of Inventory  
Inventory On-Hand Report  
Storage Location, Inv. On-Hand Qty  
Inventory Analysis  
Material usage ABC Analysis (12 Months)  
12 Month On-Hand Material ABC Analysis

## Inventory Issue Reports

Percent of Inventory Issued  
Previous Months Receipts/Issues  
Inventory Issues Analysis  
Issues from Inventory  
Average Inventory Turnover (months to turn)  
Percent inventory Usage (Consumption)

## Receiving Reports

% Of Received Qty

Material Analysis

- Material Status Report
- Zero Usage with Value
- Zero Usage by Storage Location
- Total Qty and Value of Material On Hand
- Total Qty and Value of Material Consumed
- Monthly Usage Report
- Monthly Sales Report.
- Monthly Issues Report
- Min/Max Qty and Reorder Report

Purchase Order Reports

- PO Qty. Analysis
- Open PO Report
- Value Open PO Report

**TYPE OF CARD:**

- |                                                  |                                                   |                                                         |                          |
|--------------------------------------------------|---------------------------------------------------|---------------------------------------------------------|--------------------------|
| <input type="checkbox"/> <b>Single Grapevine</b> | <input type="checkbox"/> <b>Hanging Grapevine</b> | <input type="checkbox"/> <b>Single Champagne Bottle</b> | <input type="checkbox"/> |
| <b>Hanging Champagne Bottle</b>                  |                                                   |                                                         |                          |
| PLCB Cat. # 37400                                | PLCB Cat. # 37401                                 | PLCB Cat. # 37402                                       |                          |
| PLCB Cat. # 37403                                |                                                   |                                                         |                          |
| SAP # 284624                                     | SAP # 284625                                      | SAP # 284626                                            |                          |
| SAP # 284627                                     |                                                   |                                                         |                          |
- 

## Warehouse Inventory Procedure for PLCB Gift Cards

### Basic Card Information

There are four (4) cards; SAP material numbers 284624, 284625, 284626, and 284627. The PLCB Catalog Numbers are 37400, 37401, 37402, and 37403.

- A unique number identifies each card.
- There are 100 gift cards in a pack.
- Each pack will be shrink-wrapped and will be labeled with the first card number in that bundle and the PLCB Catalog Number.
- Stores will order by the pack.

### Receive Cards

1. Insure the correct quantity has been received.
2. Insure the cards are wrapped according to the Purchase Order.
3. Prepare SAP Goods Receipt. (MIGO)

### Store Cards

Cards shall be stored to insure labels are readable so lowest number pack will ship before highest number pack.

### Pick Cards

Stores will order cards by PLCB Catalog Number.

Process Goods Issue in SAP. (ZME2W)

Picker will pick required number of packs of cards in sequential order.

Picker will record the card numbers picked and the store number on the Gift Card

Picking/Shipment Log (PLCB-2275).

A copy of the Gift Card Picking/Shipment Log (PLCB-2275) shall be faxed to PLCB Store Operations on a weekly basis (Friday): Attn: Gail Chiavetta: Facsimile Number: 705-6746.

### Inventory Record

The inventory of cards will be maintained under the appropriate SAP material number on the SAP system.



# PENDOT Order Processing For BMV

**NOTE: As of 7/1/2008, All reference to TOPICS in this section are outdated. PENDOT is in the process of converting all TOPICS inventory to .Centric. Future Updates will contain supporting documentation for the inventory management system.**

## Emergency Response Plan

This guidance is intended as a reference and to aid sound judgment and common sense. All media inquiries should be referred to the Community Relations Coordinator.

### Fire Emergencies

#### **In the event of an obvious fire and/or smoke hazard or gas odor:**

The person identifying the threat will pull the fire alarm located next to the exit door in the UPS area. Evacuate the premises immediately according to the designated evacuation plan. The Supervisor or designee on site, Fred Bender, should immediately call the local law enforcement agency or emergency number (9-911) to inform them of the emergency. The person who reported the fire should also arrange to meet with the fire department upon arrival to inform them of the location of fire and any other pertinent information. Employees, visitors, drivers, etc. should evacuate to the designated safe assembly area located at:  
The front right corner of the building.

Supervisor or if not available, the designee should account for employees and guests after being evacuated. An attendance sheet will be used to assist in accounting for the employees and guest. It is necessary to call-out loudly and clearly "here" when your name is called.

#### **In the event of a reported fire, smoke, or a gas odor:**

Supervisor should send one member of the evacuation team and at least one other individual to investigate further.

Should the threat be determined to be manageable, the fire team and any other appropriate personnel utilizing readily available resources should immediately address it. If the threat is unmanageable, follow the instructions previously given.

#### **Follow-up procedures after an emergency evacuation has occurred:**

Contact local utility companies that may have been affected by the emergency to determine if utility services should be shut off for reasons of safety.

No one may reenter facility until the local police or fire authorities have determined that it is safe for re-entry.

For further information, please refer to guidelines covered under the Emergency Response Plan in PPIM # Z-01-026. (See Appendix F)

### Emergency Phone #'s of Police and Utilities, Etc.:

Emergency Number	911
Non –Emergency Number	558-6900

#### Management Notification:

Barry Williams (BOS)	787-9209
Dennis Balbac (BMV)	783-6474

## **BMV Contact Information**

License Plates, Renewal Registration Stickers, Weight Class Decals, and Rear Window Permits.

Contact person: **Dee Krehling**  
Output Control Staff Office  
Riverfront Office Center  
1101 S Front Street – 1<sup>st</sup> Floor  
Harrisburg PA 17133  
(717) 787-2680

Handicap Placards.

Contact person: **Dawn Barwell**  
Customer Service Division Unit  
Research and Support  
Riverfront Office Center  
1101 S Front Street – 3<sup>rd</sup> Floor  
Harrisburg PA 17133  
(717) 787-9720

Safety Inspection Inserts/Emissions Inspection Inserts

Contact person: **Chadd Weikert**  
Inspection Sticker Processing Unit  
Riverfront Office Center  
1101 S Front Street – 3<sup>rd</sup> Floor  
Harrisburg PA 17133  
(717) 705-2411

Organ Donor Brochure

Contact person: **Bill Neal**  
Department of Health  
7th & Forster Street,  
Health & Welfare Bldg, Room 1000  
Harrisburg PA 17120  
(717) 787 5900

TAP Flyers.

Contact person: **Kathleen Mcgrath**  
Treasury Department  
218 Finance Bldg  
Harrisburg PA 17120  
(717) 772 5000

Title Certificates and Salvage Certificates.

Contact person: **Penni Bernard**

Customer Service Division  
Research and Support Unit  
Riverfront Office Center  
1101 S Front Street-3<sup>rd</sup> Floor  
Harrisburg PA 17133  
(717)772-3337

**Angel Martin**

Customer Service Division  
Research and Support Unit  
Riverfront Office Center  
1101 S Front Street-3<sup>rd</sup> Floor  
Harrisburg PA 17133  
(717) 787-9720

Transporters.

Contact person: **Paula Stubbs, BMV**

Receiving & Depositing Unit  
Riverfront Office Center  
1101 S Front Street-2<sup>nd</sup> Floor  
Harrisburg PA 17133  
(717) 787-7852

DL800CN's (Address Change cards for Drivers License)

Contact person: **Barry Williams**

Materials & Services Mgmt Division  
Keystone Building  
400 North Street  
Harrisburg PA 17105-3451  
(717) 787-9209

## Receiving

### Receiving Products Housed in the BMV Warehouse

The procedure for receiving shipments, excluding title shipments, is done the same way for all of the products housed in the warehouse.

The warehouse employees are notified two days in advance of the delivery by the supervisor of Miscellaneous Processing. Once the shipment has arrived at the warehouse, a BMV employee will unload the shipment from the back of the truck and then verify what was delivered accordingly to the packing list and Bill of Lading.

Once it is established that everything was received, the employee will sign for the shipment. Copies are made of the Bill of Lading and Packing Slips and filed in the warehouse. The originals are hand carried to the Supervisor of the Miscellaneous Processing Unit located in Output Control. The supervisor will distribute the original paper work to the proper contact person that ordered the shipment.

Attached are several examples of some of the shipments that are received in the BMV warehouse.

- Example A: Packing Slip for a shipment of Emergency License Plates
- Example A1: Bill of Laden for a shipment of Emergency License Plates
- Example B: Packing Slip for a shipment of "NO PERMIT" Renewal Stickers.
- Example B1: Bill of Laden for a shipment of "NO PERMIT" Renewal Stickers.
- Example C: Packing Slip for a shipment of Safety Emissions Inspection Inserts.
- Example C1: Bill of Laden for a shipment of Safety Emissions Inspection Inserts.
- Example D: Invoice for a shipment of Organ Donor Brochures and TAP Flyers.
- Example E: Packing Slip for a shipment of Transporters.
- Example E1: Bill of Laden for a shipment of Transporters.

### Receiving Titles and Salvage Certificates Housed in the BMV Warehouse

#### Titles and Salvage Certificates Shipments

The staff in the warehouse will be notified by the supervisor of Miscellaneous Processing a week in advance of a title and salvage certificate shipment. Titles and salvage certificates are shipped from the vendor (**Moore's**) in a sealed truck.

Only employees of the BMV warehouse are permitted to cut the seal once the truck has arrived at the warehouse.

The shipment is verified and placed inside the cage area.  
Two photocopies are made of the Seal, Packing Slip and Bill of Laden.

Attached are examples of shipments that are received in the BMV warehouse.

- Example F: Packing Slip for a Title shipment
- Example F1: Bill of Laden for a Title Shipment.
- Example G: Packing Slip for a Salvage Certificate shipment.
- Example G1: Bill of Lading for a Salvage Certificate shipment.
- Example H: A copy of the Seal that is cut from the back of the truck upon receipt of shipment.

One copy is kept in the warehouse for inventory purposes. The other copy goes to the Supervisor of the Miscellaneous Processing Unit also for title inventory purposes. The original invoice and seal are hand carried by a BMV driver to the Administrative Assistant in the Output Control Staff office.

The Titles and Salvage Certificates come on skids already shrink - wrapped and banded together.

There can be anywhere from 40 to 80 cartons on a skid. Each carton is number 1 thru 1000, listing the beginning and ending serial numbers of the titles or salvage certificated in each box.

Label sheets are made by the BMV warehouse employees and placed on each skid by the order the come in. **(See example of Label sheet)**. This type of label is made for each skid of titles and salvage certificates that were received in for that delivery.

For security purposes, the titles are kept in the cage area at all times. The skids remain sealed in the shrink - wrap and banded.

**Example of Label Sheet for Title and Salvage Certificate Skids**

PALLET # 1  
CARTON #1 to CARTON# 80

Beginning Serial #  
23500001  
Ending Serial #  
23660000

Date 3/30/04

**Example of Label for Title and Salvage Certificate Skids**

PALLET # 2  
CARTON #81 to CARTON # 160

Beginning Serial #  
23660001  
Ending Serial #  
23820000

Date 3/30/04

## Pick and Pack Procedures

### Logging onto "TOPICS"

On your desk top there should be an icon for the PENNDOT Mainframe...click on it. Making sure you are on Session A, enter IMS in the field provided and then Enter. (see screen below)

PENNSYLVANIA DEPARTMENT OF TRANSPORTATION  
BUREAU OF INFORMATION SYSTEMS

WARNING: PENNDOT COMPUTER SYSTEMS SHALL BE USED  
FOR DEPARTMENT AUTHORIZED PURPOSES ONLY.  
PERSONAL OR UNAUTHORIZED USE MAY SUBJECT  
USER TO DISCIPLINARY ACTION.

**IMS**

PENNDOT HELPDESK: (717) 783-8330  
KEY PA1 TO RETURN TO TELNET CONTROL

In the next screen, type in your User-d and Password and press enter.

Pennsylvania Department of Transportation  
Information Management System

Please Sign-on To PAIMS  
Dynamic Node PDT05805

**Enter User-ID->** \_\_\_\_\_  
**Enter Password-->** \_\_\_\_\_

Enter New Password-->

SIGNON: Please enter your USERID and PASSWORD

Press Enter.

The next screen will display the following message. Type in the word "topics", space twice and press enter.

**topics sp sp**

Press Enter.

The next screen will display the “**TOPICS**” **MAIN MENU**.

There are two types of Pick and Pack orders. One is an Assignment Order (**AO**) and the other is a Request Order (**RO**). These orders are printed from two different printers because the order sheets are different. **AO** orders print out on an MV-931 and **RO** orders print out on an MV930. (See example of Blank Order Sheets)

### **Assignment Orders (Internal and External)**

Assignment orders (AO) are placed by our Online Messenger and internal BMV locations throughout PENNDOT.

Several locations are set up on what is called Auto-Replenish. As a location’s inventory is used, it reaches a low inventory quantity, auto-replenish activates and produces an order.

License plates are the main product that is auto-replenished. An “**Auto Replenish Product Summary Report**” will print off the laser printed and produce AO orders that will automatically print on the AO printer. (See example of report)

These orders are separated into internal and external groups. Internal assignment orders received prior to 9:00 AM will be processed (picked and packed), and delivered to the ROC building by 10:00 am daily. External assignment orders received up to one hour prior to scheduled UPS pickup time will be processed (picked and packed) and shipped daily.

Any assignment order placed on TOPICS by a customer requesting stickers, placards, weight class decals, or any product that is not auto-replenished will appear on the “Assignment Order Pending Distribution” screen on the TOPICS system.

Precede with the following instructions to Pick and Pack Assignment Orders.

On the MAIN MENU screen, type IN (Internal Menu) in the Code field.

```
***** TOPICS *****  
Main Menu
```

Code Functions

```
-----  
RC Receiving Menu  
RT Retail Menu  
IN Internal Menu  
SM System Maintenance Menu  
QR Inquiry Menu  
AC Accounting Menu  
SC Security Menu  
CV Conversion  
? Help  
. Terminate  
-----  
Code: IN
```

Press Enter.

The INTERNAL MENU screen will display.

Type AP (Assignment Order Pending Distribution) in the Code Field.

\*\*\*\*\* TOPICS \*\*\*\*\*  
- Internal Menu

Code Functions

-----  
AL Browse Assignment Orders by Location  
AU Browse Assignment Orders by User-id  
AR Browse Assignment Orders awaiting Product  
AO Assignment Order Maintenance  
AP Pending Distribution Assignment Order  
RP Return Process  
? Help  
. Terminate  
-----

Code: **AP**

Press Enter.

The next step will be to print the orders that appear on this screen. This is done by typing a P in the space provided under the Act (Action) column shown below. Once the P has been typed in, press Enter two times and an order sheet (MV-931) will print. (See example of order sheet).

This step is repeated for each order line shown on this screen.

The **ASSIGNMENT ORDER PENDING DISTRIBUTION** screen will display.

\*\*\*\*\* TOPIC \*\*\*\*\*

- Assignment Order Pending Distribution -

Order Act	Order St	Order Date	Order Id	Rqst Loc Id	Rqst Loc Typ	Cmnts	Shipping Comments
<b>P</b>	ORD	041013	0000059040	340	20	N	
_	ORD	041013	0000059041	244	20	N	MAIL DIRECT
_	ORD	041013	0000059042	094	20	N	
_	ORD	041013	0000059043	226	20	N	
_	ORD	041013	0000059044	367	20	N	
_	ORD	041013	0000059045	600	10	N	
_	ORD	041013	0000059046	397	20	N	PLEASE MAIL

Begin to pull products from the warehouse inventory to complete each order, initialing all orders that are completed in full.

All orders to be delivered to the ROC are placed on a skid.

All orders to be shipped UPS are placed on the UPS processing table.

## Request Orders

Request Orders are processed on the TOPICS system by the Temp Tag Mail Unit, located at the ROC. These orders are for dealers that receive plates to be issued to the public. This location is known on TOPICS as location **072**.

### **Precede with the following instructions to Pick and Pack Request Orders.**

On the Main Menu screen, type RT (Retail Menu) in the Code Field.

\*\*\*\*\* TOPICS \*\*\*\*\*  
- Main Menu -

#### Code Functions

-----  
RC Receiving Menu  
RT Retail Menu  
IN Internal Menu  
SM System Maintenance Menu  
QR Inquiry Menu  
AC Accounting Menu  
SC Security Menu  
CV Conversion  
? Help  
. Terminate  
-----

Code: **RT**

Press Enter.

The Retail Menu screen will display.

The next step will be to print the orders that appear on this screen. This is done by typing a P in the space provided under the Act (Action) column shown above. Once the P has been typed in, press Enter two times and an order sheet (MV-930) will print. (See example of order sheet). This step is repeated for each order line shown on this screen.

Type **RP** (Pending Distribution Request Order) in the Code Field.

\*\*\*\*\* TOPIC \*\*\*\*\*  
- Request Order Pending Distribution -

Order Act	Order St	Order Date	Order Id	Rqst Loc Id	Rqst Loc Typ	Cmnts	Shipping Comments
<b>P</b>	ORD	041009	0000372037	831300	83		N
_	ORD	041009	0000372038	8612580	86		N
_	ORD	041009	0000372039	859131	85	N	
_	ORD	041009	0000372040	834677	83		N

Make a copy of the first page of each order. This copy is used later on for the UPS tracking label.

Count each order and write down the amount on the daily production sheet to be logged into the Pick and Pack Production report at the end of the day. ( See example of sheet)

## Keeping track of Daily Orders Processed

First thing in the morning, the orders that are print off on the overnight batch are counted and separated into two types of orders AO Mail Orders and AO ROC Orders. The count is written down on a Daily Warehouse Production Log in the appropriated column. Any orders that are printed throughout the day are also counted and written on this log.

All RO orders are also counted and written down on the log. At the end of the day totals are calculated and inputted on the Pick and Pack Report located on the P drive.

<b>Daily Warehouse Production Log</b>		
Carry Over from previous day _____		Oldest Date _____
AO Mail Orders	AO ROC Orders	RO Orders
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total _____	Total _____	Total _____

**To find the Pick and Pack Report**

- Go to your desk top and click onto "My Computer".
- Click on the "P" drive.
- Click on the "PENNDOT Shared" folder.
- Click on the "Output Control Miscellaneous Processing" folder.
- Click on the "Pick and Pack Report" for the appropriated month/year.
- Type in the requested information and dates.

## Procedures for Ordering Product for the Temp Tag Unit (Mail) Location 072

Within the warehouse is a mini warehouse that request orders products are pulled from. This mini warehouse is called the Temp Tag Unit (Mail) location 072. To replenish location 072 with products, an assignment order is done and products are moved to this location. Begin to pull products from location 072's (TEMP TAG UNIT-MAIL) inventory to complete each order, initialing each order that is completed in full and process thru the UPS system for shipping.

Location 072 receives its inventory from location 001's inventory. This inventory is monitored daily due to large volume of orders that are processed. As request orders are processed on the TOPICS system, it pulls and reserves products from the inventory, decreasing the inventory of products available. Follow the procedures listed to move inventory into location 072.

On the Main Menu of the TOPICS system, type **SM** (System Maintenance Menu) in the Code Field.

\*\*\*\*\* TOPICS \*\*\*\*\*

Main Menu

Code Functions

```
-----  
RC  Receiving Menu  
RT  Retail Menu  
IN  Internal Menu  
SM  System Maintenance Menu  
QR  Inquiry Menu  
AC  Accounting Menu  
SC  Security Menu  
CV  Conversion  
?   Help  
.   Terminate  
-----
```

Code: **SM**

Press Enter.

The System Maintenance Menu screen will display.

Type **PL** (Browse Product/Location by Location) in the Code Field.

\*\*\*\*\* TOPICS \*\*\*\*\*  
-- System Maintenance Menu --

Code Functions

-----  
BP Browse Products by Product Class  
BR Browse Product Valid Product Ranges  
LN Browse Location file by Name  
LZ Browse Location file by Zipcode  
LA Browse Location file by Address  
LM Location Maintenance  
PP Browse Product/Location by Product  
PL Browse Product/Location by Location  
TM Table Maintenance  
? Help  
. Terminate  
-----

Code: **PL**

Press Enter.

The Browse Product/Location by Location screen will display.

At the bottom of the page type in 072 for the Loc ID, 10 for the Loc Type.

\*\*\*\*\* TOPICS \*\*\*\*\*  
- Browse Product/Location file by Location

-  
Act      Loc    Loc      Prd Prd Prd    Item  
      Loc Id Typ    Name    Cls Typ Issue    Cnt    Description  
-----

\*Loc ID **072** Loc Typ **10** Prd Cls\_\_ Prd Typ\_\_ Prd Issue \_\_\_\_\_

Press Enter.

The Browse Product/Location by Location screen will display the inventory available for location 072.

\*\*\*\*\* TOPICS \*\*\*\*\*

- Browse Product/Location file by Location -

Act	Loc	Loc	Prd	Prd	Prd	Item	
	Id	Type	Name	Cls	Typ	Issue	Cnt Description
_	072	10	TEMP TAG UNIT (	01	K8		222 PERMANENT TRAILER
D	072	10	TEMP TAG UNIT (	01	01		26169 PASSENGERS
_	072	10	TEMP TAG UNIT (	01	02		4046 TRUCK PLATE
_	072	10	TEMP TAG UNIT (	01	03		5361 TRAILERS
_	072	10	TEMP TAG UNIT (	01	04		1868 MOTORCYCLES
_	072	10	TEMP TAG UNIT (	01	05		701 MOTOR HOME
_	072	10	TEMP TAG UNIT (	01	06		371 SCHOOL BUS
_	072	10	TEMP TAG UNIT (	01	07		37 MOPED
_	072	10	TEMP TAG UNIT (	01	09		134 BUS
_	072	10	TEMP TAG UNIT (	01	19		78 IMPLEMENT OF HUSBAND
_	072	10	TEMP TAG UNIT (	01	20		1125 IN TRANSIT
_	072	10	TEMP TAG UNIT (	01	21		183 MUNICIPAL GOVT.
_	072	10	TEMP TAG UNIT (	01	22		MUNICIPAL MOTORCYCLE
_	072	10	TEMP TAG UNIT (	01	23		500 COMMONWEALTHCOMMERC
_	072	10	TEMP TAG UNIT (	01	26		122 SPECIAL MOBILE EQUIP
_	072	10	TEMP TAG UNIT (	01	33		200 COMMONWEALTH PASSENG
_	072	10	TEMP TAG UNIT (	01	35		82 OMNIBUS
_	072	10	TEMP TAG UNIT (	08	01		24850 REAR WINDOW PERMITS

\*\*\* End of Data \*\*\*

The screen will show an ITEM COUNT for each product, however, due to the large volume of orders that are processed; this is not the exact item count. Each time an order is processed, TOPICS reserves that amount from the inventory count.

To determine if product should be ordered for this location, follow the next step shown.

Type a D in the Action Field next to the product in question.

Press Enter.

The Product Location Maintenance screen will display.

```
***** TOPICS *****
- Product Location Maintenance -
*Action (A,D,M,P,C)  _
*Loc.....: 072_____
*Loc Type.....: 10
*Prod Cls.....: 01          Item Inven Cnt...: 26169
*Prod Type.....: 01
  Prod Issue.....: _____      Order In.....:
  Auto Replen.....: N              Order Out.....: 5790
  Reorder Lvl.....: _____
  Max Inven Qty...: 100000__      Explode Range(Y/N): N
  Low Order Qty...: _____      Mass Add(Y/N).....: N
```

The “**Order Out**” is the reserved amount for the orders that have been processed. Subtract the Order Out amount from the Item Inventory Count and this is the exact inventory for location 072 for that product.

26169 Item Inventory Count  
-5790 Order Out Count  
20,379 Total Inventory in Location 072 for this product.

This step should be done approximately twice a week for each product available for this location. If the Temp Tag Unit processes orders and the actual inventory can not be seen, the unit will not be able to process orders. They will receive an error message of “NO TAGS AVAILABLE”.

## **Procedures to follow when “TOPICS FAILS”**

Log on to TOPICS.

Type “IN” press enter.

Type “AP” press enter.

Print off orders in sequence up to the bad order.

Purge bad order.

Re-Add order (change quality amount to equal total that customer wanted, 1 line to 2 lines of product for the range in question).

Print the replaced order next.

Then go back and continue to print orders in sequence.

### Details of Procedure

1. If yesterday's orders can still be viewed on the AP screen, an order failed.
2. Look at the orders that did print. (Next order is the bad order number).
3. Type a “D” in the action field (on the bad order number).
4. Print screen displaying the order including all pages (PF-8 scroll forward).
5. Press PF-12 to return to the main menu in TOPICS.
6. Type “QR” and press enter, type “IL” press enter, or use direct command “QR IL press enter.
7. Do an inquiry into location 001 (Warehouse) and enter the product class and type for the bad product that failed from above assignment order.
8. NOTE: Usually fails because of an order of 100, 200, 300 etc. (note double 00) for a range of products ordered over a range of four 0000's. Example number 1: 4000 passenger plates DXA8800-DXB2799 (over plate DXB0000). Example number 2: 100 truck plates YAC9995-YAD0094 (OVER PLATE YAD0000).
9. You will need to determine what range of products caused the bad order.
10. Press PF-12.
11. In the command line type “IN AO” and press enter.
12. Type “D” (display) in the action field and bad order number and press enter.
13. Type a “P” (purge) in the action field, press enter TWICE, and don't clear the screen.
14. Type an “A” (add) in the action field, change the quality of \*100 to \*25, press
15. PF-5 (select products screen), press PF-8 (scroll) until you see that product you are reordering. Put quality \*75 on the qty line, press enter, PF2 to return to the place an order, and press enter to get a new order number.
16. NOTE where you see the asterisk (\*) above you are changing the qualities of the customers order where one line item had a quality of double 00's to two line items not ending in double 00's. (100 now has changed to 25 and 75). You will need to know what the new order number is to print that order in the proper sequence to insure that the products listed on the blue packing slip match the products listed on the TOPICS order sheet.
17. Press PF-2 to return to the main menu. In the direct command line type in “IN AP” and press enter. Print off all orders up until where the bad order number was. (Do this by placing a “P” on the screen and pressing enter, remember to wait for the packing slip to print off on the printer before placing the next “P” on the screen for all additional orders, or this will cause the print to not line up on the packing slip and within the packing label correctly). Then print the order that you just placed to replace the bad order. Continue to print all orders in sequence number order after the bad order number.

Note: It is a very important step to print all of the orders in correct sequence. Also note that they are not always on the screen in sequence number order. If you don't do the correct order, the packing slip and the product range will not be the same as on the screen, where they (the customer) will be marking them received, this would cause MAJOR problems with license plates when the let the system assign these plates and the inventory in not the correct plate numbers. Saturdays orders will not automatically print until Monday night, you can just pick (print) these manually.

**UPS Procedures**

**UPS End of the Day Summary Report**

At the end of each day a UPS Summary Report is printed. A copy of this report along with a pink card is sent in to the Supervisor of the Mail Room in Output Control.

<b>Warehouse</b>
Date ____/____/____
_____ Pieces
_____ Total Pieces

<b>Warehouse</b>
Date ____/____/____
_____ Dee
_____ Pieces
_____ DV
_____ Total Pieces

**Procedure to Issue a UPS Return Package Service (Call Tag)**

When a package is shipped in error or needs to be returned to the warehouse a request for Return Package Service (Call Tag) is issued. The request is sent to UPS with the shipment date the next time an End of the Day report is completed.

Once UPS receives the request, the service center serving that area will be alerted to pick up the package and return it to the warehouse.

## **To Request a RETURN PACKAGE SERVICE: (Call Tag)**

Using the UPS Computer System click on the ship form tag, type the name and address of the person or company from who UPS should pick up package.

On the Service Tab, click on the UPS service box and select Ground.

On the Service Tab, type the weight of the package in the Package Weight box.

On the Options tab, select the Return Service box and select the appropriate return service, type in a description of the package (ex. 10 license plates) in the Merchandise Description of Package box.

Repeat steps 2 thru 4 if there is more than one package being recalled.

Click on the Process Shipment box. The return service information will be included with the other package information to be transmitted to UPS during the next End of the Day processing.

**Note:** When displaying the return services shipment in the Pickup Log, each shipment is marked with a 0S icon to identify it and the option is detailed under Options.

**Remember:** The End of the Day process must be completed before the UPS driver arrives for the daily pickup.

## **Quality Check Procedure on License Plates and Registration Stickers**

Quality checks are done on products that are being picked and packed to complete orders on a daily basis. However, there are two days a month that a random check is completed and the errors found are used to complete a Quality Check report. (See copy of report)

The supervisor will complete a worksheet that will assign two days a month that a count will be taken on all license plates and stickers that are pulled that day to complete orders.

The count and all discrepancies found are recorded on this report, showing the percentage rate of a quality check. This report is completed and handed in to the Output Control manager.

All discrepancies are reported to the Administrative Assistant in Output Control at the time discrepancy is detected.

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Riverfront Office Center  
1101 S Front Street  
Harrisburg PA 17133  
(717) 787-2680

**Monthly Quality Check on License Plates**

<b>Month</b>	<b>Number of Tags Checked</b>	<b>Number of Errors Found</b>	<b>Type of Error</b>	<b>Quality Rate</b>
January 21, 2004	21,000	0	N/A	100.00%
January 28, 2004	16,000	0	N/A	100.00%
February 11, 2004	4,300	0	N/A	100.00%
February 25, 2004	40,000	0	N/A	100.00%
March 10, 2004	21,000	0	N/A	100.00%
March 24, 2004	28,000	0	N/A	100.00%
April 14, 2004	14,000	0	N/A	100.00%
April 28, 2004	3,500	0	N/A	100.00%
May 12, 2004	5,500	0	N/A	100.00%
May 26, 2004	15,000	0	N/A	100.00%
June 09, 2004	12,500	0	N/A	100.00%
June 23, 2004	17,000	0	N/A	100.00%
July 14, 2004	13,500	0	N/A	100.00%
July 28, 2004	16,500	0	N/A	100.00%
August 11, 2004	6,300	0	N/A	100.00%
August 25, 2004	9,500	0	N/A	100.00%
September 08, 2004	9,400	0	N/A	100.00%
September 22, 2004	7,200	0	N/A	100.00%
October 06, 2004	2,100	0	N/A	100.00%
October 20, 2004	1,200	0	N/A	100.00%
November 03, 2004				
November 17, 2004				
December 08, 2004				
December 22, 2004				

**Monthly Quality Check on Stickers**

<b>Month</b>	<b>Number of Stickers Checked</b>	<b>Number of Errors Found</b>	<b>Type of Error</b>	<b>Quality Rate</b>
January 21, 2004	35,000	0	N/A	100.00%
January 28, 2004	48,000	0	N/A	100.00%
February 11, 2004	5,000	0	N/A	100.00%
February 25, 2004	40,000	0	N/A	100.00%
March 10, 2004	25,000	0	N/A	100.00%
March 24, 2004	10,000	0	N/A	100.00%
April 14, 2004	26,000	0	N/A	100.00%
April 28, 2004	27,000	0	N/A	100.00%
May 12, 2004	8,000	0	N/A	100.00%
May 26, 2004	40,000	0	N/A	100.00%
June 09, 2004	47,00	0	N/A	100.00%
June 23, 2004	73,375	0	N/A	100.00%
July 14, 2004	37,000	0	N/A	100.00%
July 28, 2004	39,000	0	N/A	100.00%
August 11, 2004	6	0	N/A	100.00%
August 25, 2004	35,000	0	N/A	100.00%
September 08, 2004	10,000	0	N/A	100.00%
September 22, 2004	27,000	0	N/A	100.00%
October 06, 2004	26,000	0	N/A	100.00%
October 20, 2004	60,000	0	N/A	100.00%
November 03, 2004				
November 17, 2004				
December 08, 2004				
December 22, 2004				

## **Title Inventory Report**

The title inventory report is due the first business day of each month for the previous month. The report indicates the Beginning Inventory for each month. The amount supplied to Output Control and the amount received from the vendor and any that may be returned to the warehouse for whatever the case may be. A report is done for each type of title kept in the warehouse inventory.

1. Titles 2000 to a box 2. Title 1000 to a box, and 3. Salvage Certificated 2000 to a box.
4. A partial skid of American Bank Note titles are report as well. This skid will be reported and kept in the warehouse until given the word to destroy or release.

This report is completed and sent to:

BMV Business Manager  
River Front Office Center  
1101 South Front St.  
4<sup>th</sup> Floor  
Harrisburg PA 17033

See the example of one of the four types of title inventories reported for the BMV Warehouse each month.

**TYPE 1**

**Location: BMV WAREHOUSE**

**Vendor: MOORE TITLE 2,000 TO A BOX**

**Perpetual, Daily, Actual Count of Titles (o.c. & warehouse)**

<b>October 04</b>		<b>Beginning Inventory</b>	<b>Received From Supplier</b>	<b>Shipped to Output Control</b>	<b>Returned to Warehouse</b>	<b>Ending Inventory at Warehouse</b>	<b>Initial</b>
Friday	1	400,000		160,000		240,000	AKR
Saturday	2	240,000				240,000	AKR
Sunday	3	240,000				240,000	AKR
Monday	4	240,000				240,000	AKR
Tuesday	5	240,000				240,000	AKR
Wednesday	6	240,000				240,000	AKR
Thursday	7	240,000				240,000	AKR
Friday	8	240,000				240,000	AKR
Saturday	9	240,000				240,000	AKR
Sunday	10	240,000				240,000	AKR
Monday	11	240,000				240,000	AKR
Tuesday	12	240,000				240,000	AKR
Wednesday	13	240,000				240,000	AKR
Thursday	14	240,000				240,000	AKR
Friday	15	240,000				240,000	AKR
Saturday	16	240,000				240,000	AKR
Sunday	17	240,000				240,000	AKR
Monday	18	240,000				240,000	AKR
Tuesday	19	240,000		160,000		80,000	AKR
Wednesday	20	80,000				80,000	AKR
Thursday	21	80,000				80,000	AKR
Friday	22	80,000				80,000	AKR
Saturday	23	80,000				80,000	AKR
Sunday	24	80,000				80,000	AKR
Monday	25	80,000				80,000	AKR
Tuesday	26	80,000				80,000	AKR
Wednesday	27	80,000				80,000	AKR
Thursday	28	80,000				80,000	AKR
Friday	29	80,000				80,000	AKR

Title Inventory will be completed on October 30, 2004 c.o.b. Please send this form to Susan Aldrete on the 4th floor of the ROC, or via fax @ (717) 705-2400 by Monday November 1, 2004. Thank you.

## **Chopped Plates Procedure**

Two empty Gaylord boxes (Very large boxes) are placed in the Mailing Process Unit of Output Control. These boxes are filled with license plates that have been chopped for scrap material. When these boxes become full, the BMV warehouse truck driver is notified and he/she will bring two more empty boxes to the Mailing Unit and pick up the full boxes and take them to the warehouse for storing until the boxes can be placed inside the secured trailer used to dispose of the destroyed license plates located at the rear of the warehouse. The supervisor of the warehouse contacts Commercial Alloys, Brian Silver, once the trailer becomes full and is ready for pickup. At that time arrangements are made between Commercial Alloys and the supervisor for a drop off of an empty trailer and the pickup of the full one.

When the empty trailer arrives, one of the BMV warehouse employees will go along with the truck driver to Pennsy Supply to verify the weight of the full trailer that is being removed.

The completed paper work is hand carried to the supervisor over the warehouse and then forwarded to DGS, Bonnie O'Leary.

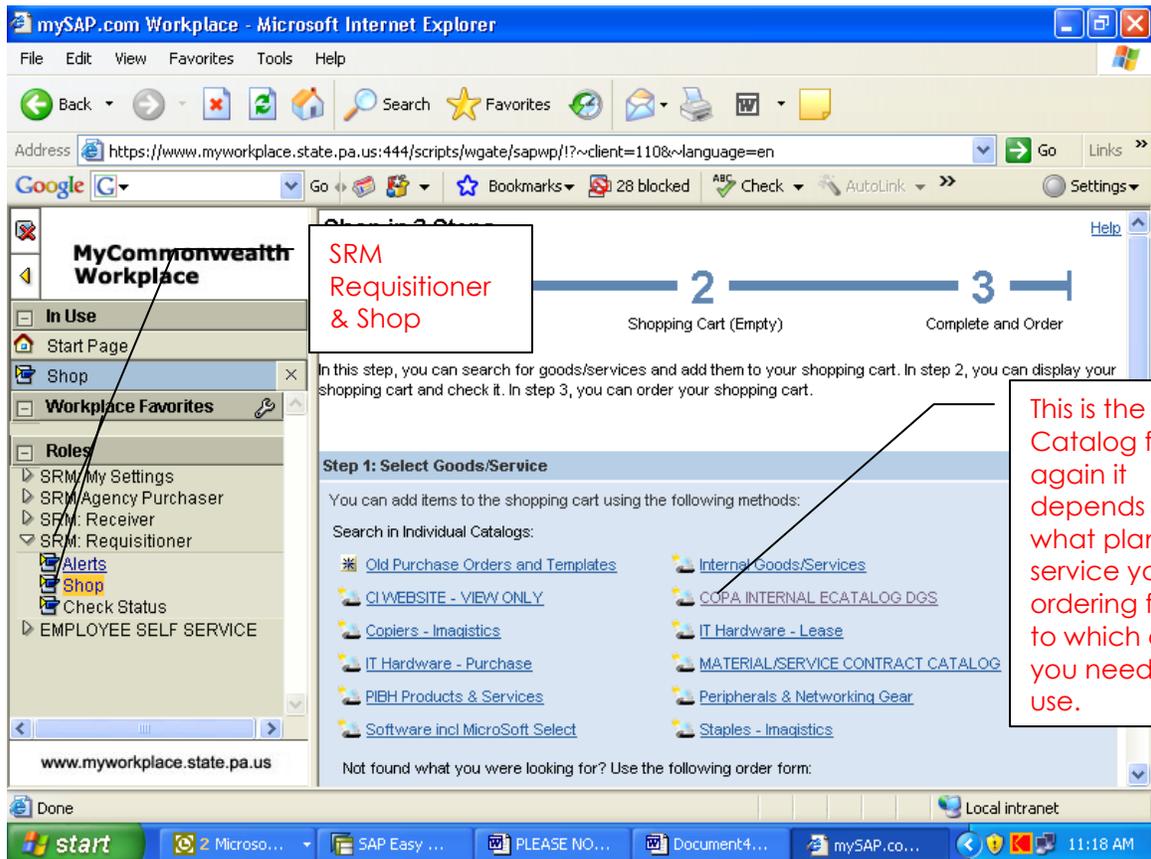
**Note:** Commercial Alloys replenishes the empty Gaylord boxes that are used for the chopped plates.

# SAP PROCEDURE DETAILS

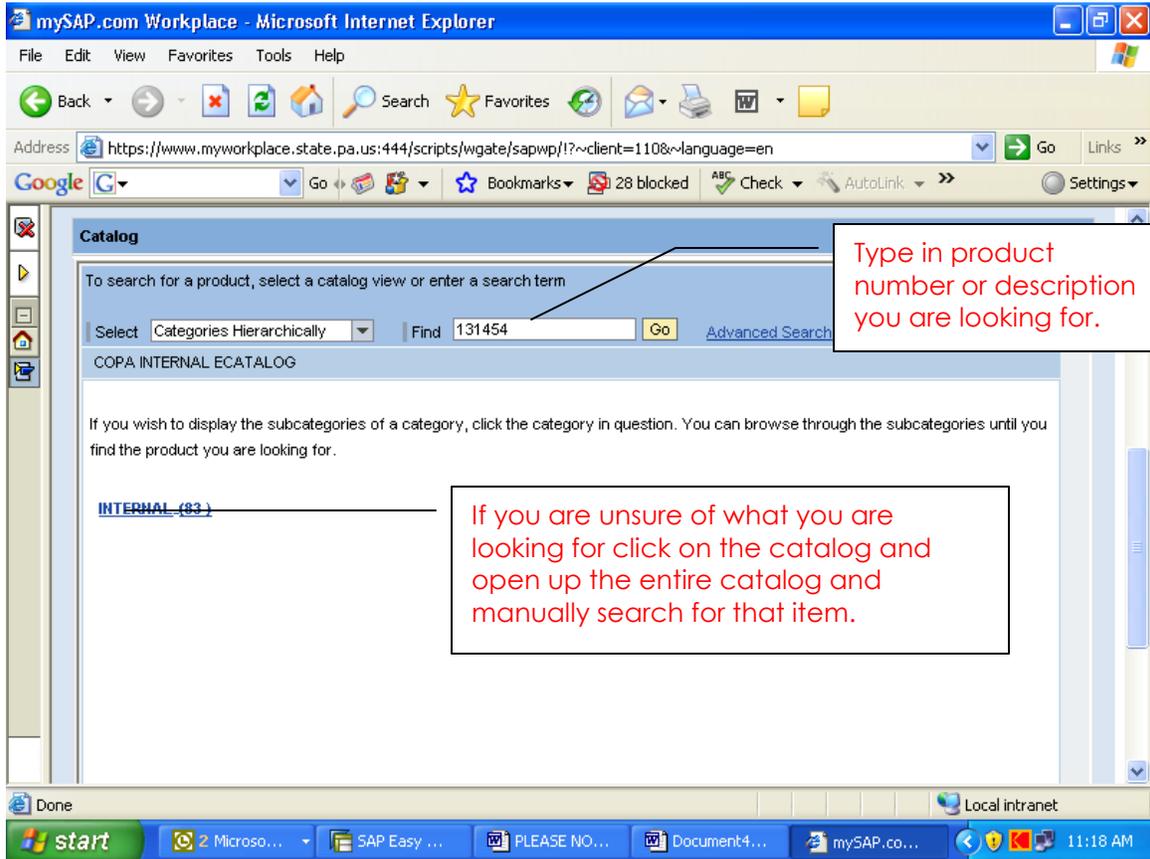
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# Creating An Order In SRM

- 1) First go to [www.myworkplace.state.pa.us](http://www.myworkplace.state.pa.us)
- 2) SRM Requisitioner and then Shop.
- 3) Next click on the Catalog you are using (COPA Internal Catalog), depending on what you are looking for.



- 4) This is the screen you should get.
- 5) If you know the product # (Material #) that you are looking for, type that number into the search box and then click on GO (as in the example; Storage Carton/Record Center Box).



NOTE: If you use the catalog option, it will bring up the catalog by pages for you to search manually for those items.

Table with 8 columns: Quantity, Description, Price, Product ID, Supplier, Supplier Name, and Action. The table lists various items such as screws, rice, and PVC clips. A red text box with a white background and a black border is overlaid on the table, containing the text 'Use this to page through the catalog.' with a black arrow pointing to the 'Page 1 of 9' dropdown menu. Below the table are buttons for 'Add to Shopping Cart' and 'Compare'. The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft Outlook, Microsoft Word, SAP Logon Pad 640, mySAP.com Workplace), and the system clock showing 12:46 PM on 12/14/2006.

- 6) You will need to highlight the line or lines that you want to order.
- 7) Enter the quantity of the item or items that you are ordering.
- 8) Click on Add to Shopping Cart.

mySAP.com Workplace - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Recycle Bin Mail Print

Address <https://www.myworkplace.state.pa.us:444/scripts/wgate/sapwp/!~client=110&~language=en> Go Links >>

Google G Go Bookmarks 28 blocked Check AutoLink Settings

Select Find Advanced Search Search in Results

Results of standard search for search term "131454"

Did you mean... 131431 ?

Rows per Page 10 Page 1 of 1

Quantity	Description	Price	Produ...	Su...	Supplier ...	Action
25	CARTON RCRD_OPF W/ SUBJECT 32/200# 15x12x10	1.50 USD	131454	DGS	Plant1500	

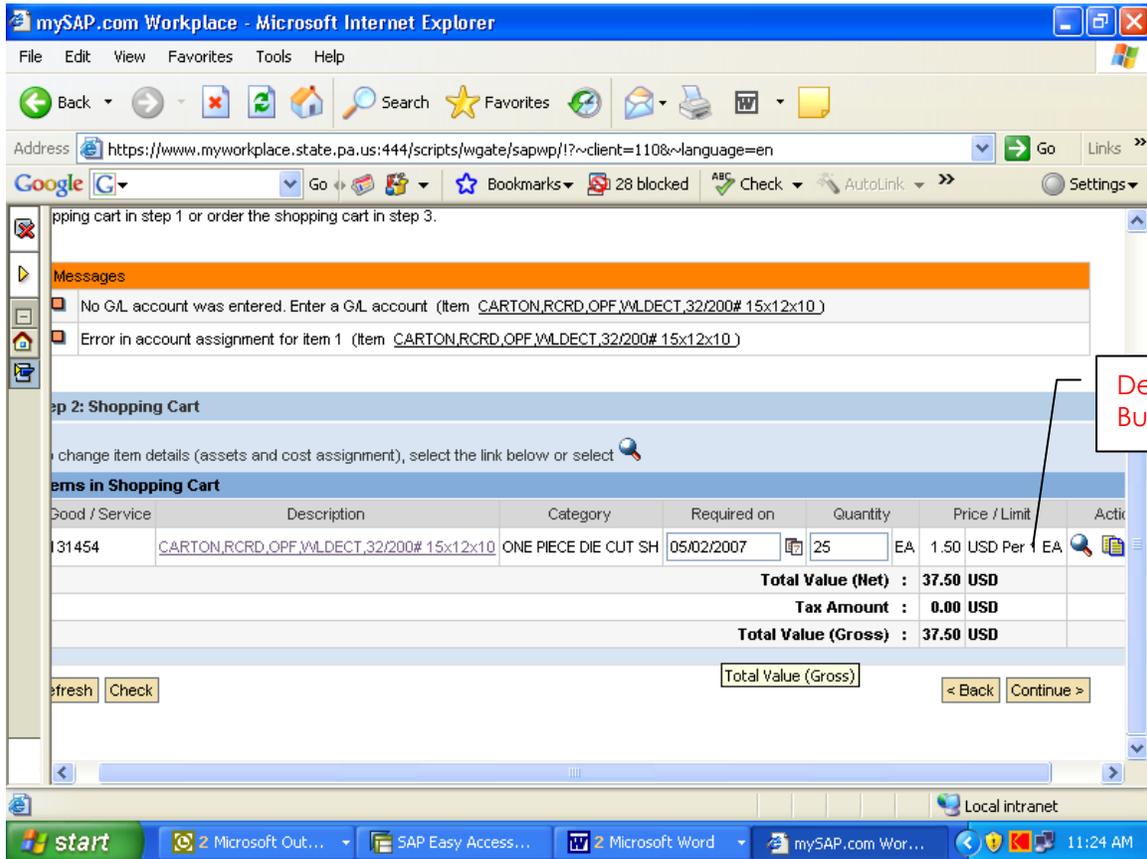
Add to Shopping Cart Compare

Local intranet

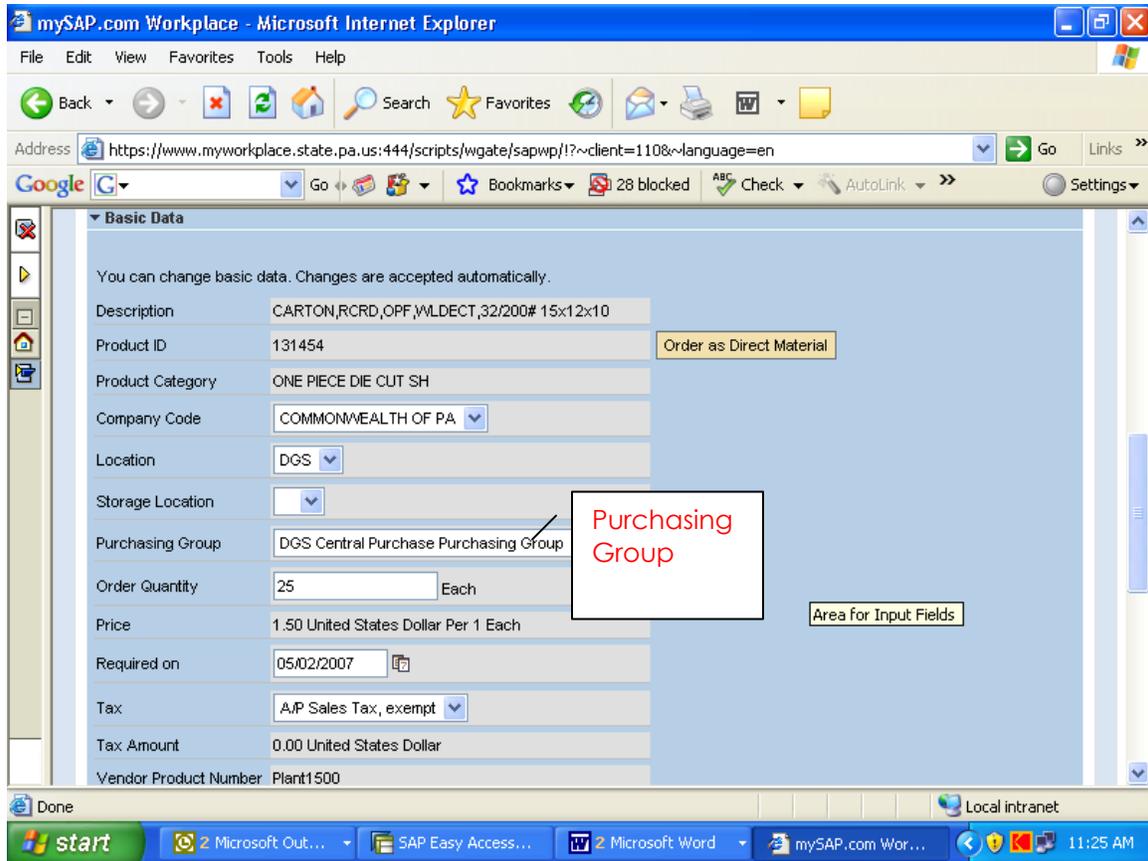
start 2 Microso... SAP Easy ... PLEASE NO... Document4... mySAP.co... 11:19 AM

Highlight the lines you are ordering and enter the quantity and click on Add to Shopping Cart

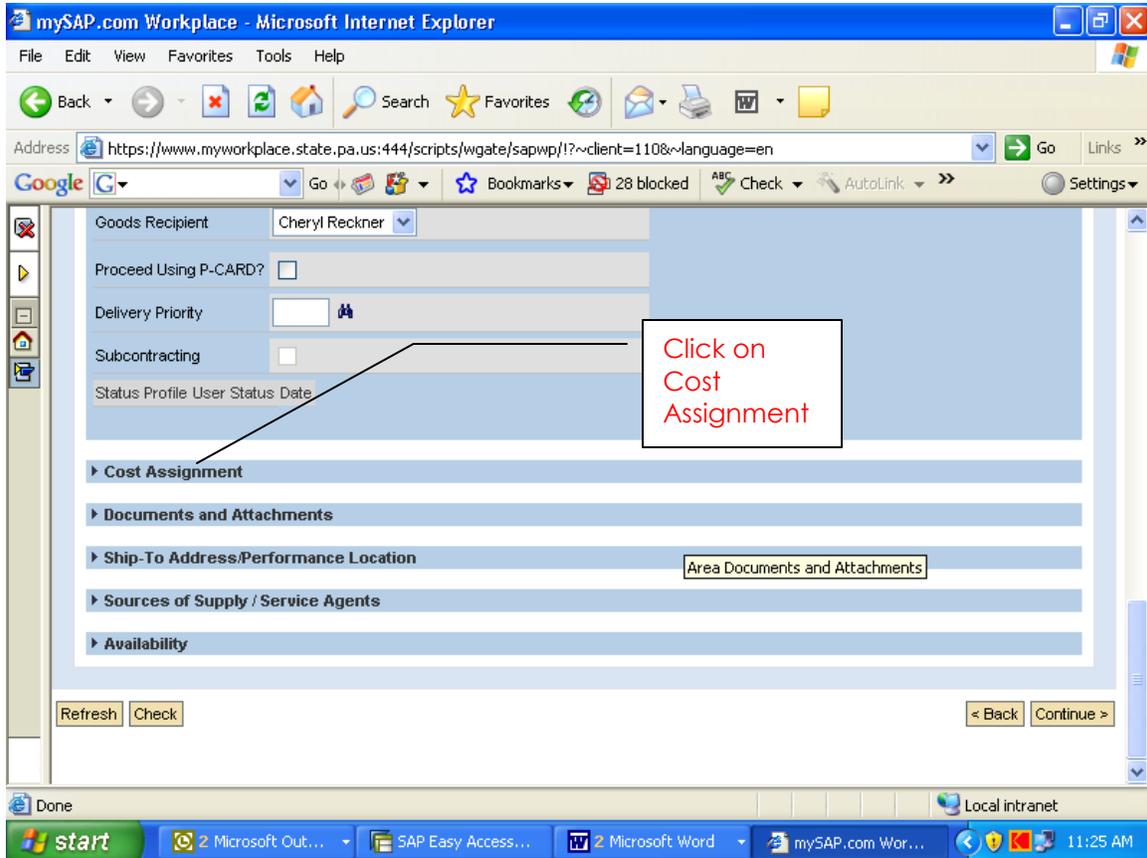
- 9) This is the screen you get. Do not be too alarmed about the error messages at the top, as you input information they will go away as long as the information you input is correct.
- 10) Now click on the Details button.



- 11) This is the screen you get.
- 12) Here make sure you select the drop down on Purchasing Group and pick the one you need.



13) Next you need to click on the Cost Assignment area.



14) Here you enter your Cost Center & GL Account information. You then click on the Details button.

The screenshot shows the mySAP.com Workplace interface in Microsoft Internet Explorer. The browser address bar displays the URL: <https://www.myworkplace.state.pa.us:444/scripts/wgate/sapwp/?~client=110&~language=en>. The main content area is titled "Cost Assignment" and includes a sub-section "Account Assignment Overview".

The "Account Assignment Overview" section contains a table with the following data:

Line	Percentage	Assigned to	Description	GL Account	Description	Business Area	Action
1	100.00	Cost Center	1522660260	636/100			 

Below the table, there are buttons for "Cost Distribution", "Copy to Clipboard", "Insert from Clipboard", and "Delete Clipboard".

Below the table, there are several expandable sections:

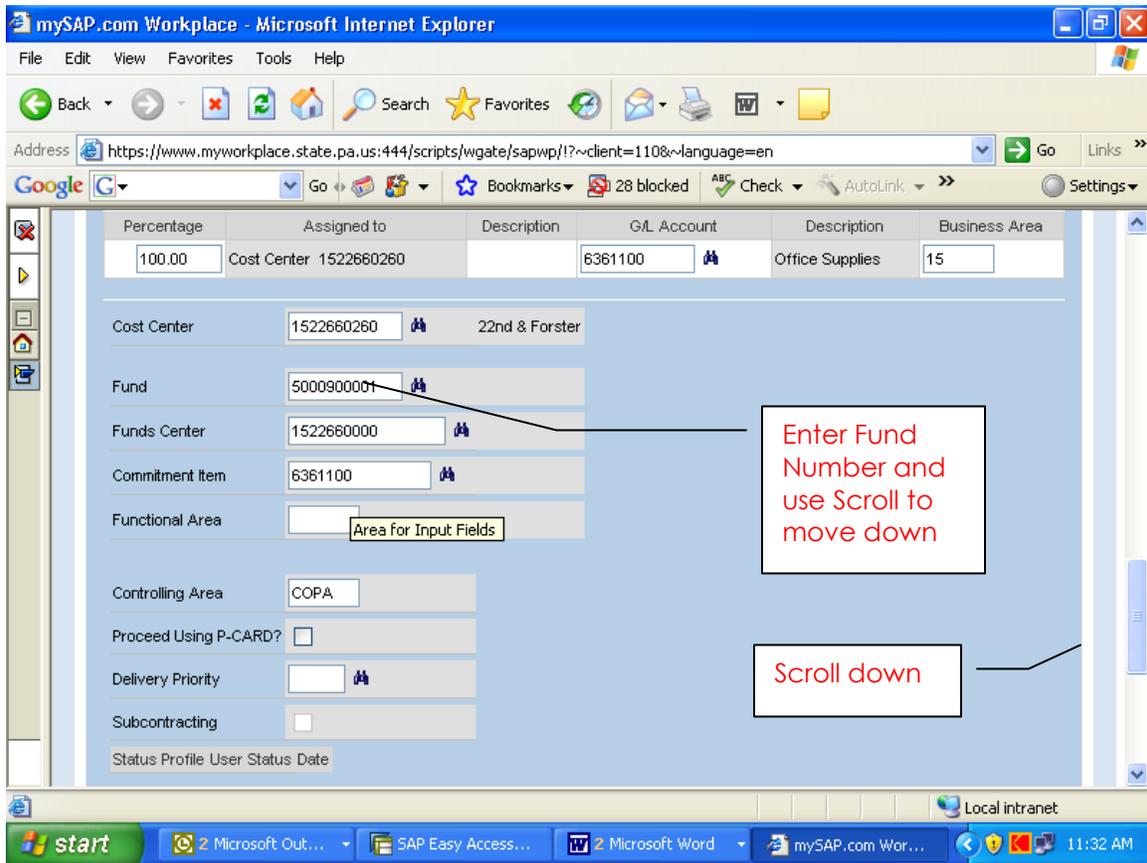
- Documents and Attachments
- Ship-To Address/Performance Location
- Sources of Supply / Service Agents
- Availability

At the bottom of the main content area, there are buttons for "Refresh", "Check", "< Back", and "Continue >".

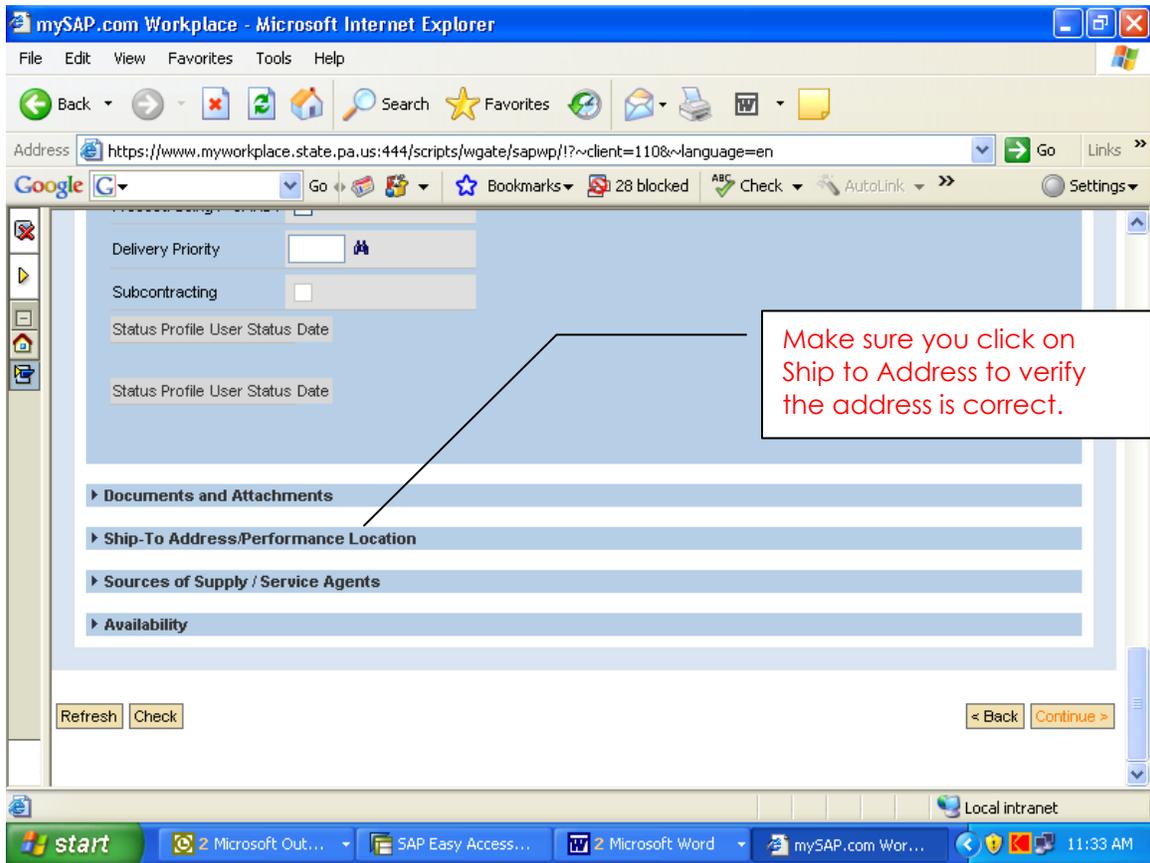
A red callout box with a white border and black text points to the "Assigned to" and "GL Account" fields in the table. The text in the callout box reads: "Input your Cost Center & GL Account number and then click on the Details button".

The Windows taskbar at the bottom shows the Start button, several open applications (Microsoft Outlook, SAP Easy Access, Microsoft Word, mySAP.com Workplace), and the system tray with the time 11:32 AM and the text "Local intranet".

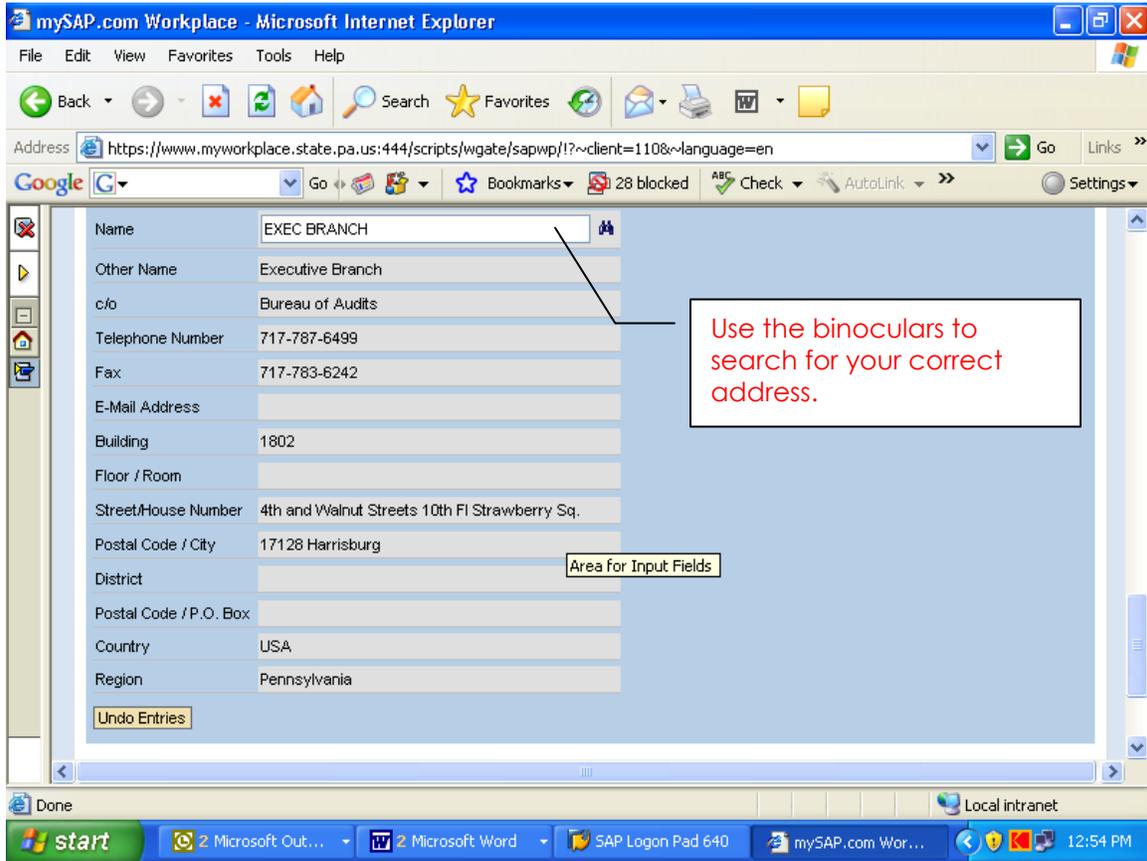
- 15) This is the next screen.
- 16) Here you will enter the Fund number.

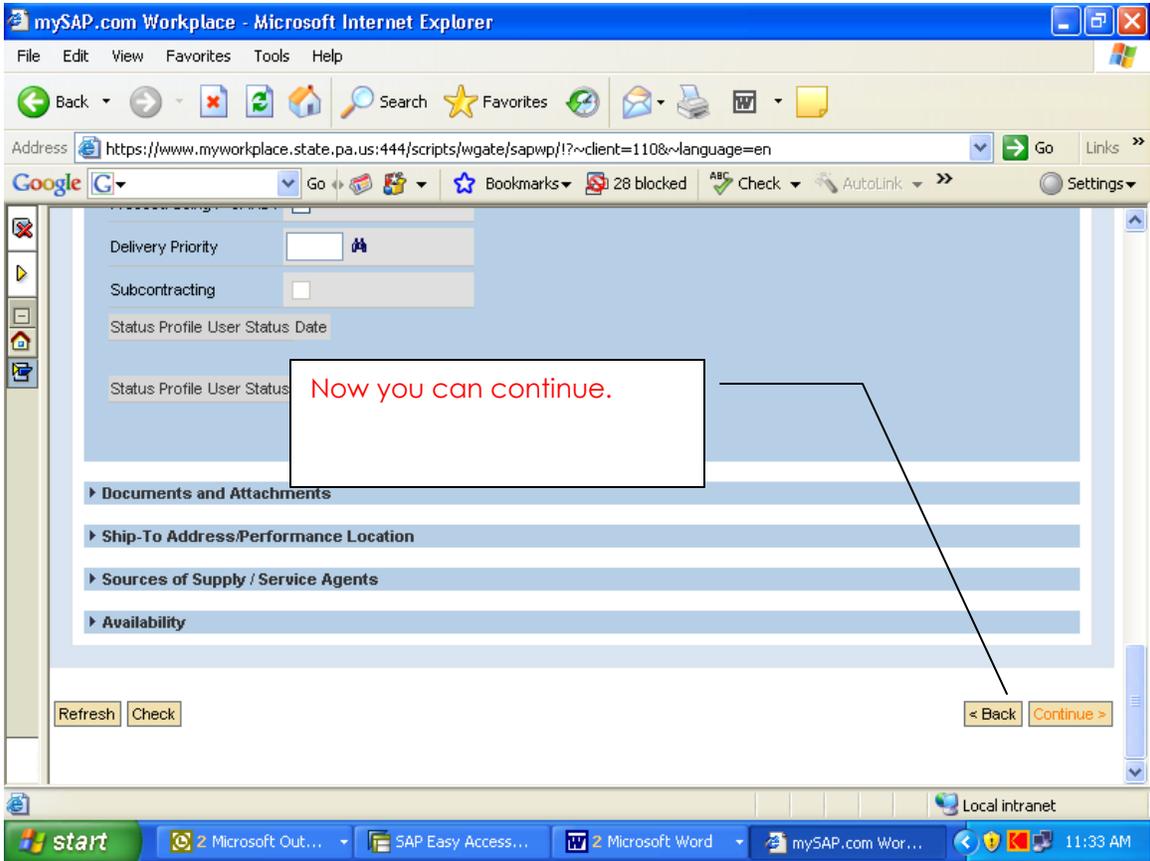


17) Next Scroll down to the Continue button and click on that.

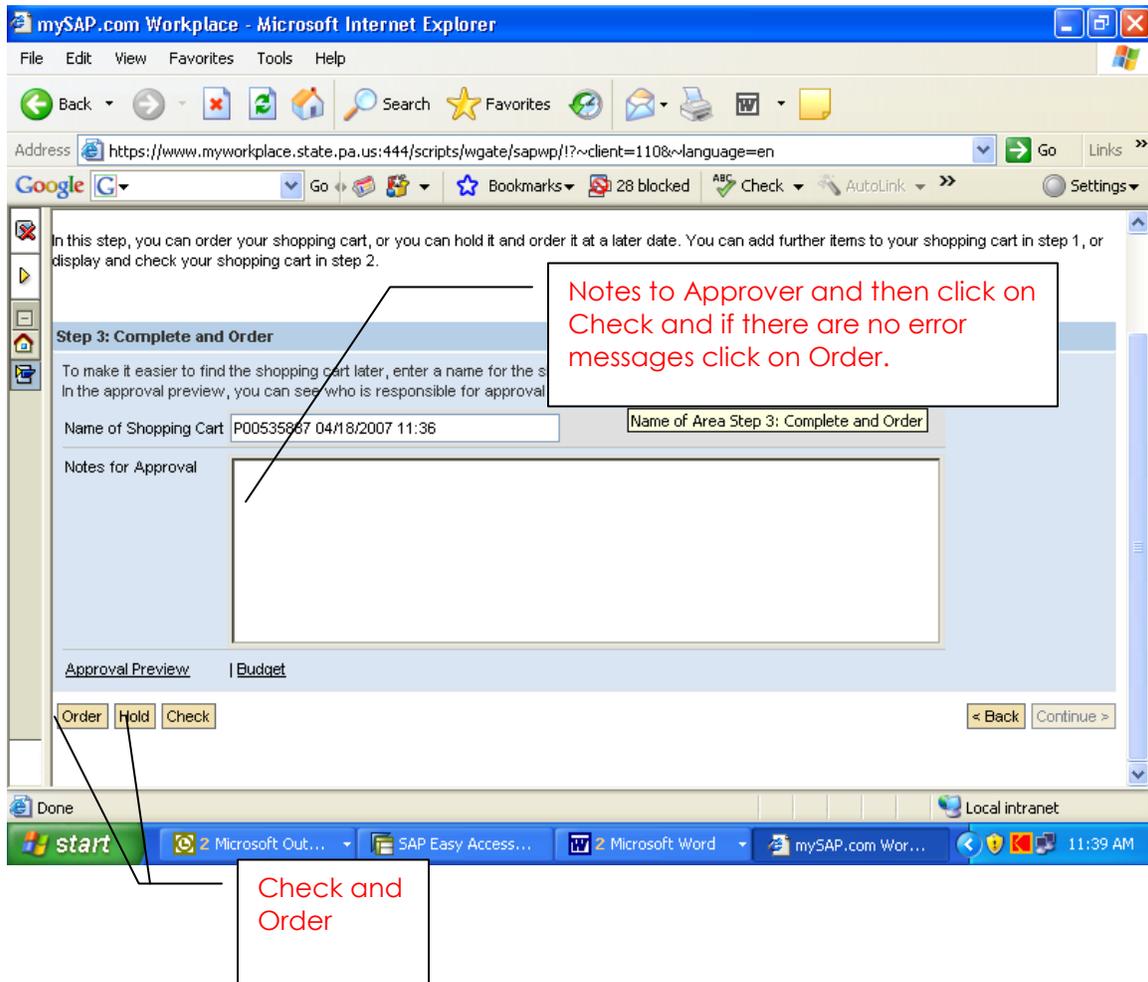


**NOTE:** Always check your Ship To Address to make sure you have the correct one. If the address is NOT correct use the binoculars to search.





- 18) This is your next screen
- 19) Here you can input any notes to your approver.
- 20) Next click on Check and as long as there are no error messages you can now Order.



21) This is the next screen you will get.

22) Here you can print off your shopping cart, check status or create a new shopping cart.

NOTE: You should always print off your shopping cart to have your cart number for future reference if you need to inquire or track it down.

Shopping Cart Created with Name/Number: **P00535887 04/18/2007 11:36 / 10150478**

**Shopping Cart Number**

**1 Item in Shopping Cart**

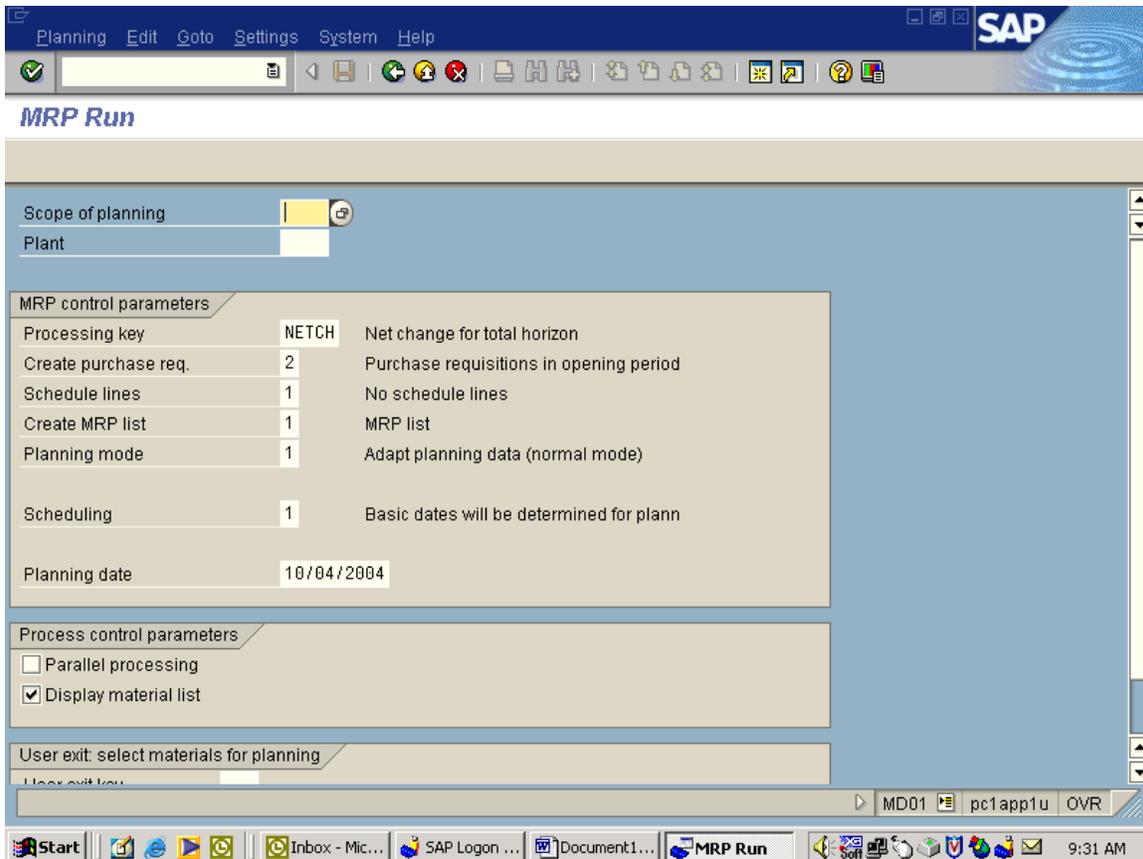
Goods/Services	Description	Quantity	Category	Required on	Value
131454	CARTON,RCRD,OPF,WLDECT,32/200# 15x12x10	25 Each	ONE PIECE DIE CUT SH	05/02/2007	37.50 USD

**Print out your Shopping Cart for reference in case you have to call customer service or the warehouse to check on your order. All your information will be on that including your shopping cart number.**

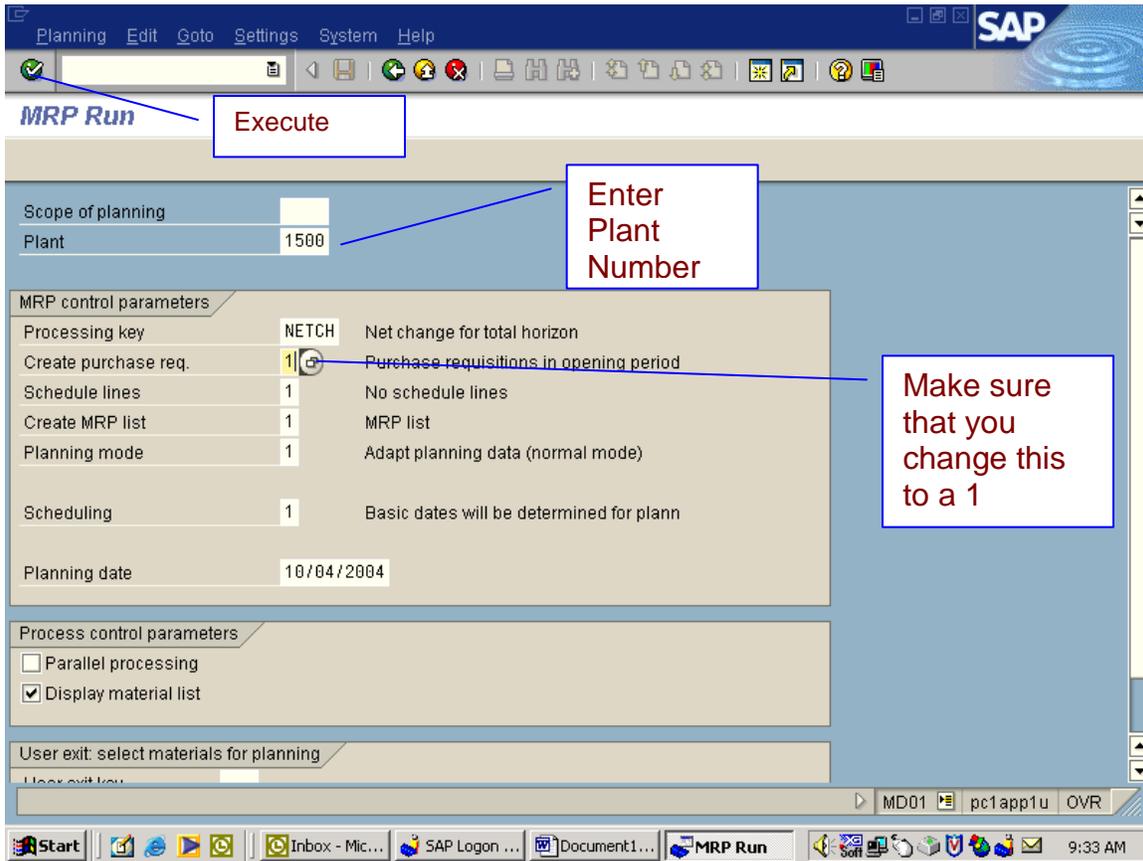
You can now print the shopping cart or display ad  
You can display whether the shopping cart has b  
[Print Shopping Cart](#)  
[Check Status](#)  
[Create new Shopping Cart](#)

# Material Replenishment Planning ( Mrp Run)

1) Type in transaction MD01

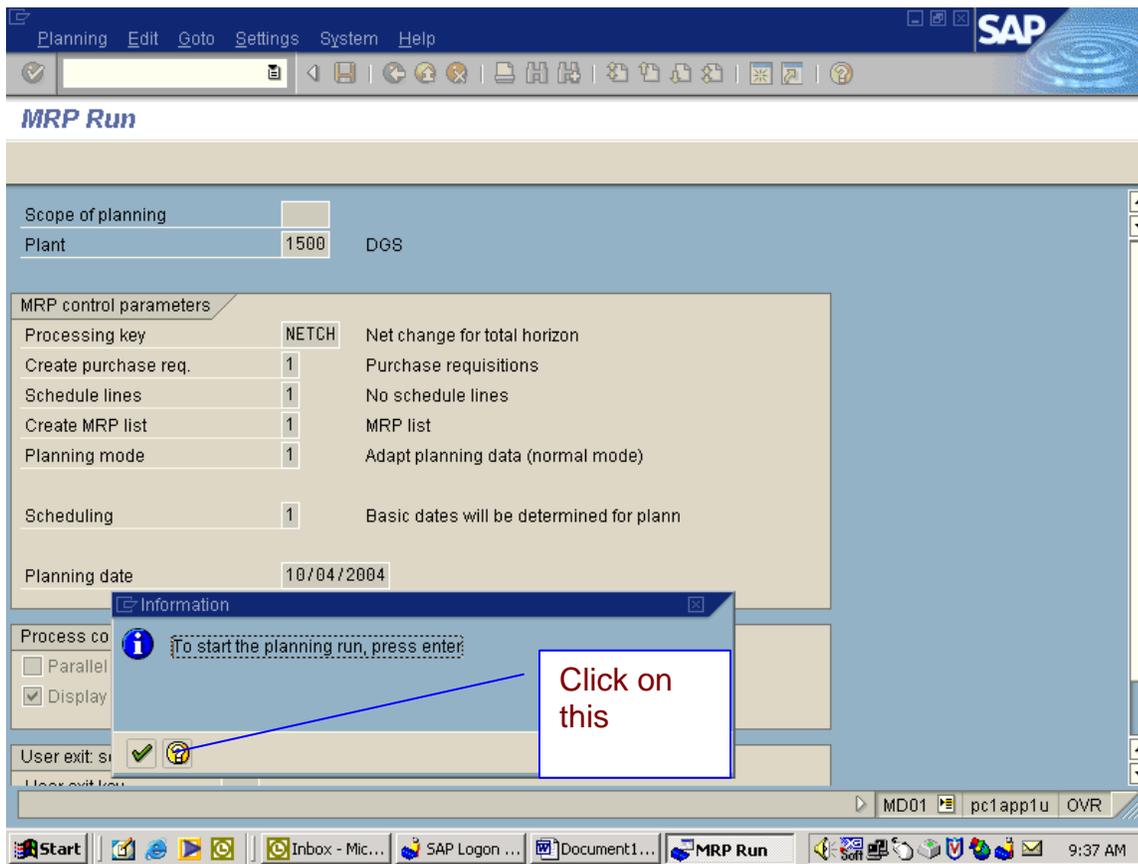


- 2) Enter plant number: 1500.
- 3) Make sure Create Purchase Reg is a 1, if not than change to a one.



*You will get a message to check Input perimeters than hit execute*

4) Click on the check mark in the blue box to continue



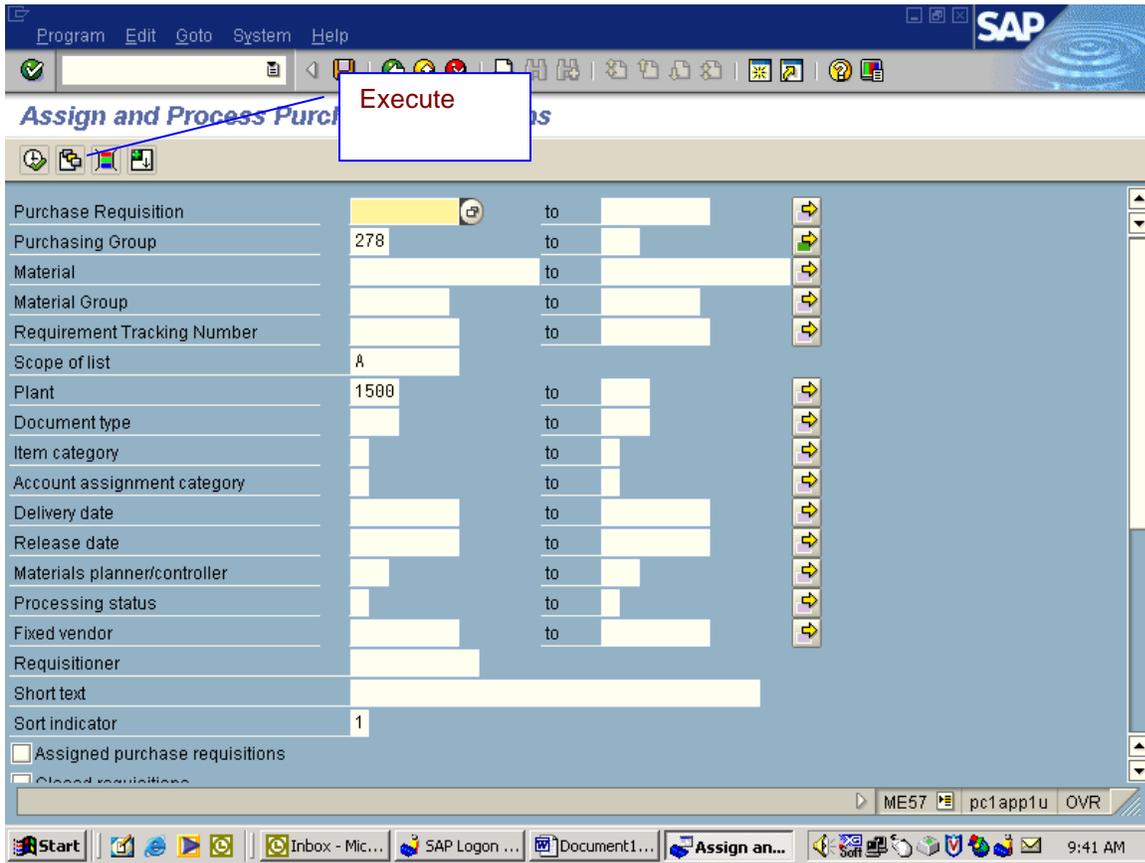
- 5) This is the screen you will get. Then you will back out of this screen to continue on the next step.

The screenshot shows the SAP MRP Run interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'MRP Run' and contains several sections: 'Planned materials' with a table of columns (Displa, Time, Lev, Plnt, Material, Selection group), 'Statistics' with a list of metrics (Materials planned, Materials with new exceptions, Materials with terminated MRP list, Parameters), 'Database statistics', and 'Run-time statistics' with a table of timing information. A callout box with a blue border and red text 'Use this to back out' points to the back button in the toolbar. The bottom of the screen shows the Windows taskbar with the Start button, several application icons, and the system tray showing the time as 9:39 AM.

Displa	Time	Lev	Plnt	Material	Selection group
--------	------	-----	------	----------	-----------------

Run-time statistics	
Start of planning run	09:37:54
End of planning run	09:37:54

- 6) Type in transaction ME57. When you get this screen click the execute with the clock in it.



- 7) This is the screen you get. You then select the print icon at top, on the next screen click on continue and print your copy of the materials that need to be ordered.

**Assign and Process Purchase Requisitions**

Assign automatically | Assignments | Assignment | Without vendor | Assign manually

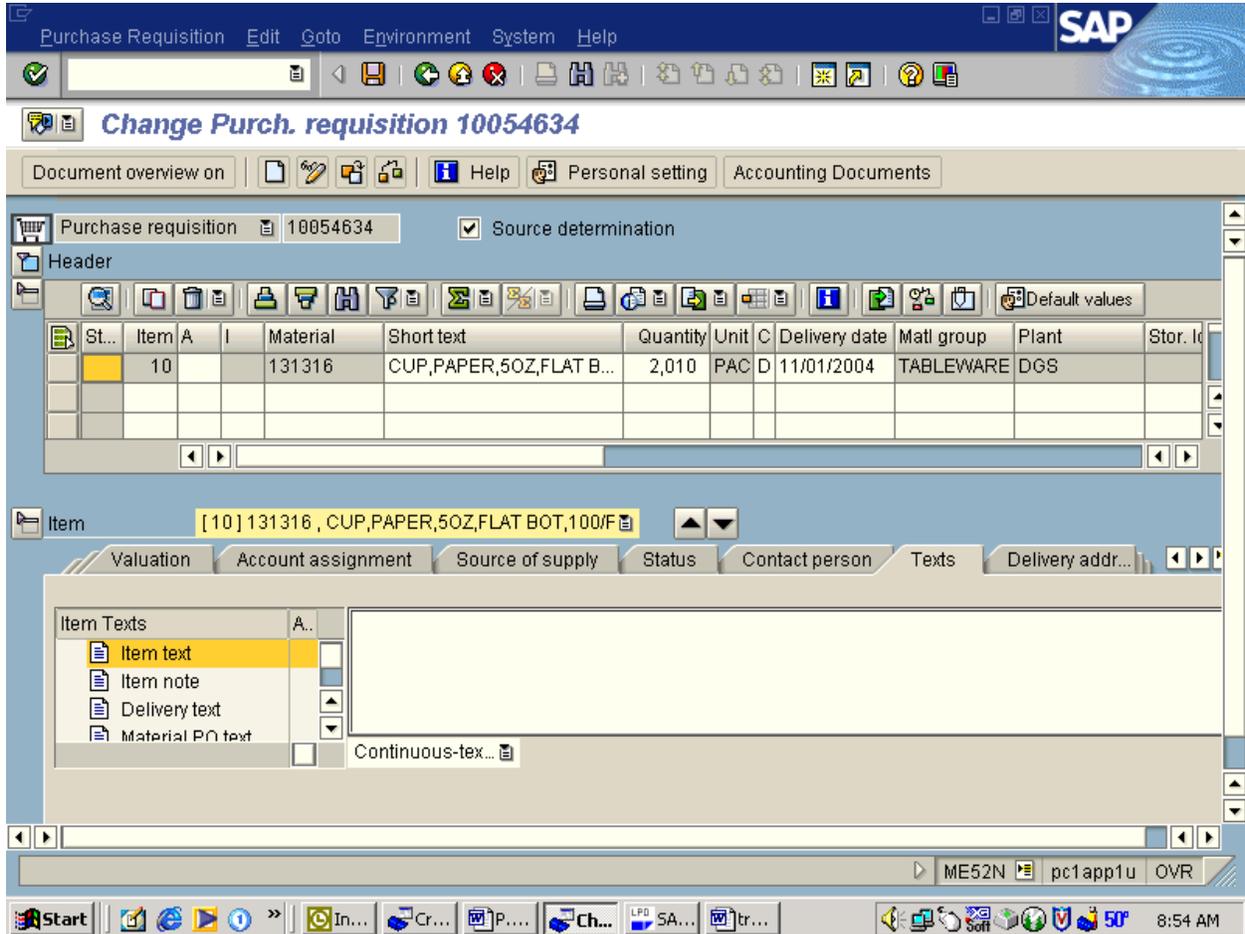
Material	Short text	P6p	Mat. gp.
Requisn. Item	Requested qty. Un	Deliv. date	Requester
S C R Qty. I A	Ordered qty. Un	Release date	Trackg.no.
			PInt SLoc
			SPl. MC
<input type="checkbox"/> 130970	FORM,STD-504,DEPT CORR ENV,12X16,500/CAR	278	076000
10053702 00010	60 CAR D 11/01/2004	D6S Warehouse	1500
N B NB	09/23/2004		278
<input type="checkbox"/> 131316	CUP,PAPER,50Z,FLAT BOT,100/PAC,25 PK/CTN	278	073020
10054634 00010	2,050 PAC D 11/01/2004	D6S Warehouse	1500
N B NB	09/23/2004		278
<input type="checkbox"/> 130972	FORM,STD-509,CALL MEMORANDUM,10PD/PKG	278	075008
10055969 00010	657 PAC D 11/12/2004	D6S Warehouse	1500
N B NB	10/04/2004		278
<input type="checkbox"/> 130985	FORM,STD-552,SURPLUS ST PROPERTY ID TAG	278	075007
10055970 00010	100 PAC D 11/01/2004	D6S Warehouse	1500
N B NB	09/23/2004		278
<input type="checkbox"/> 131065	TELEPHONE DIRECTORY,COMMONWEALTH	278	075000
10055971 00010	930 EA D 11/12/2004	D6S Warehouse	1500
N B NB	10/04/2004		278

ME57 | pc1 app1u | OVR

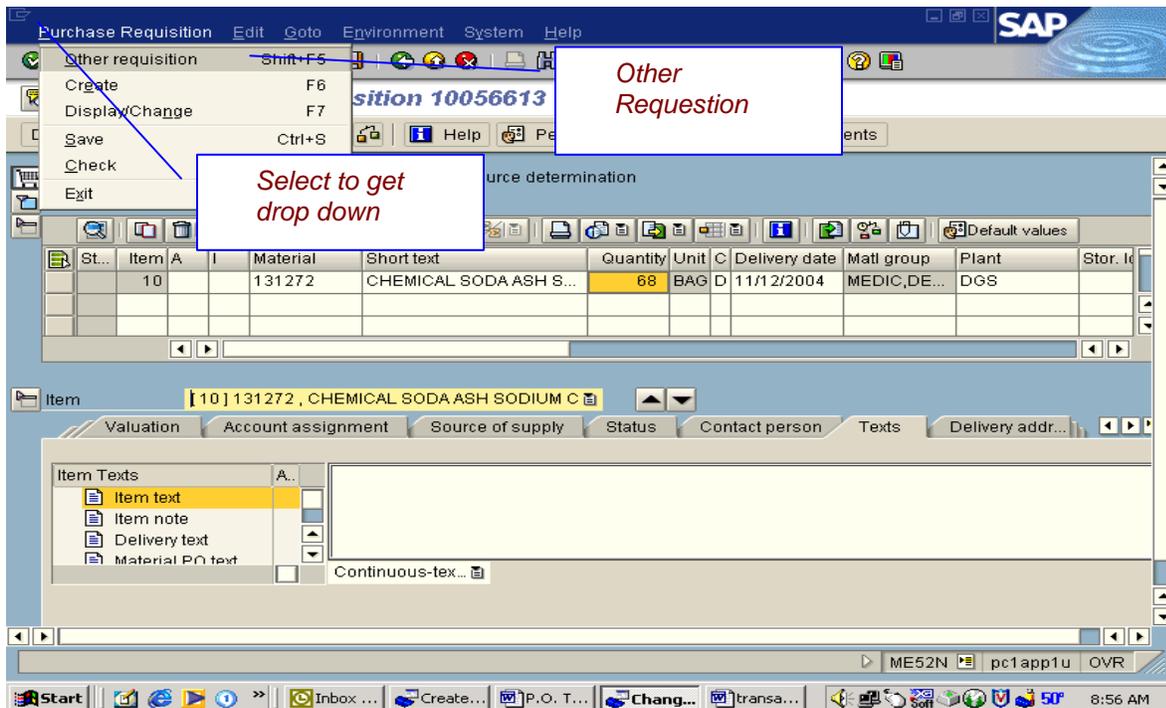
Start | Inboxes - Mic... | SAP Logon ... | Document1... | Assign an... | 9:43 AM

# Create A Purchase Order

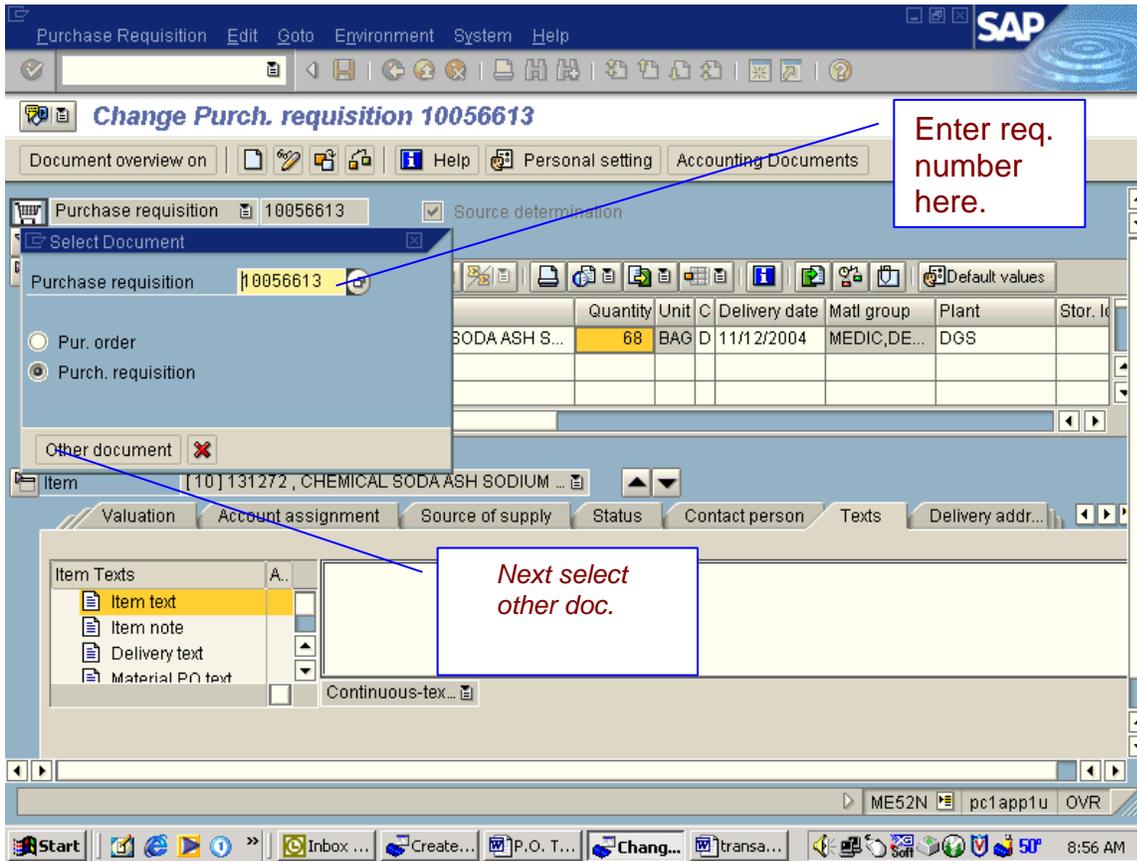
1) Type in transaction ME52n to change purchase req. This is the screen you will get.



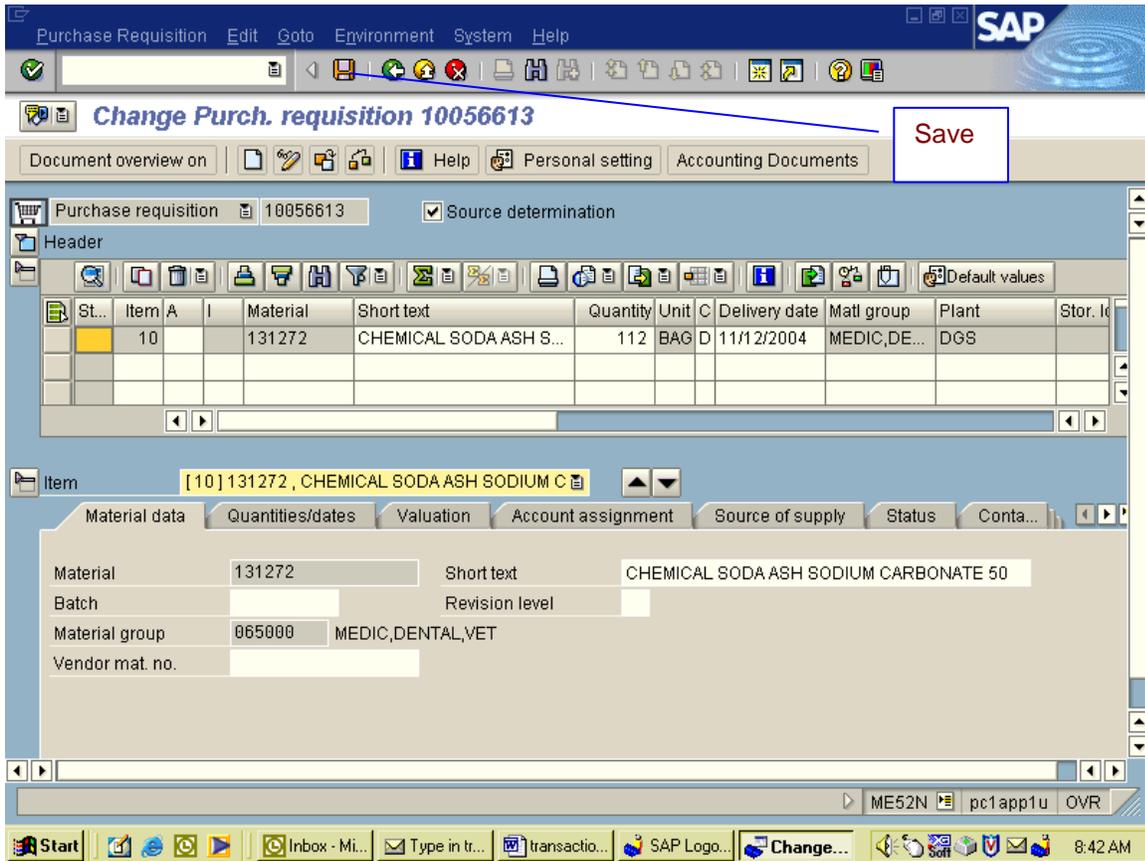
2) Select purchase req at top and choose other request.



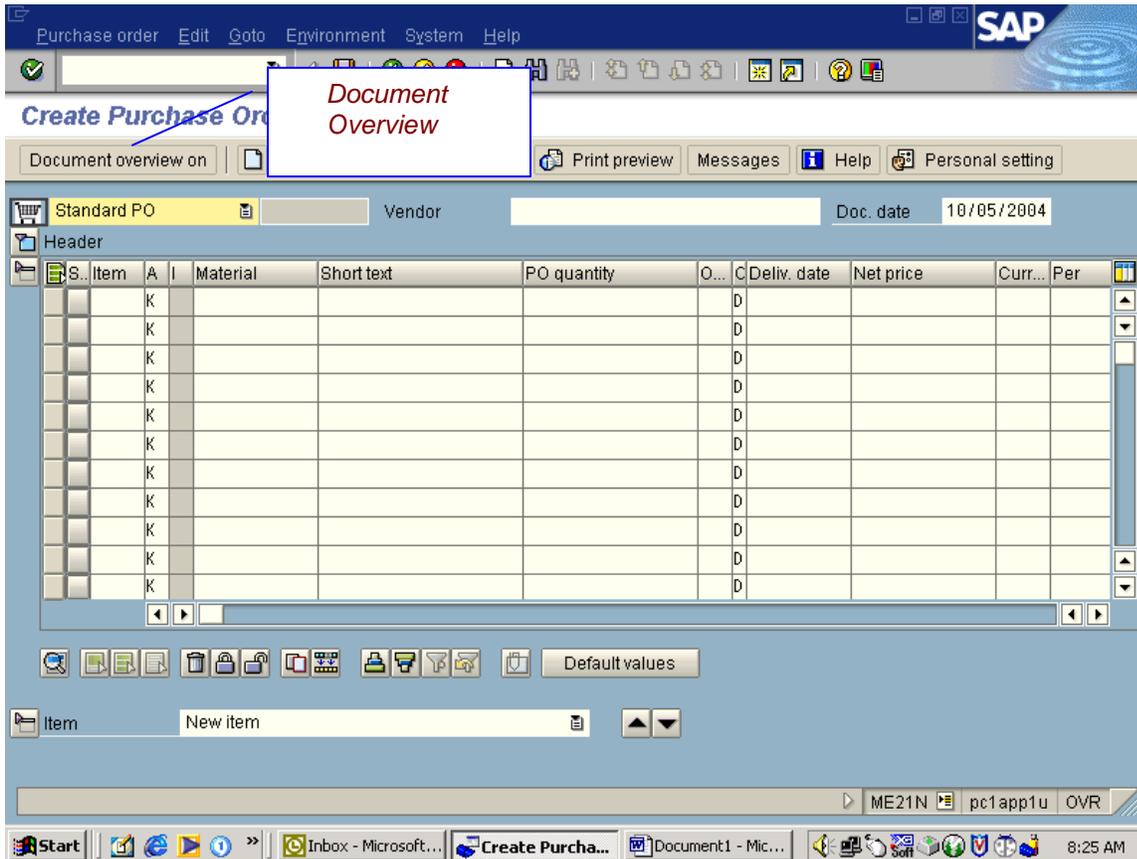
- 3) This is the screen you will get. In the Select Document box you will enter the Purchase Requisition Number.



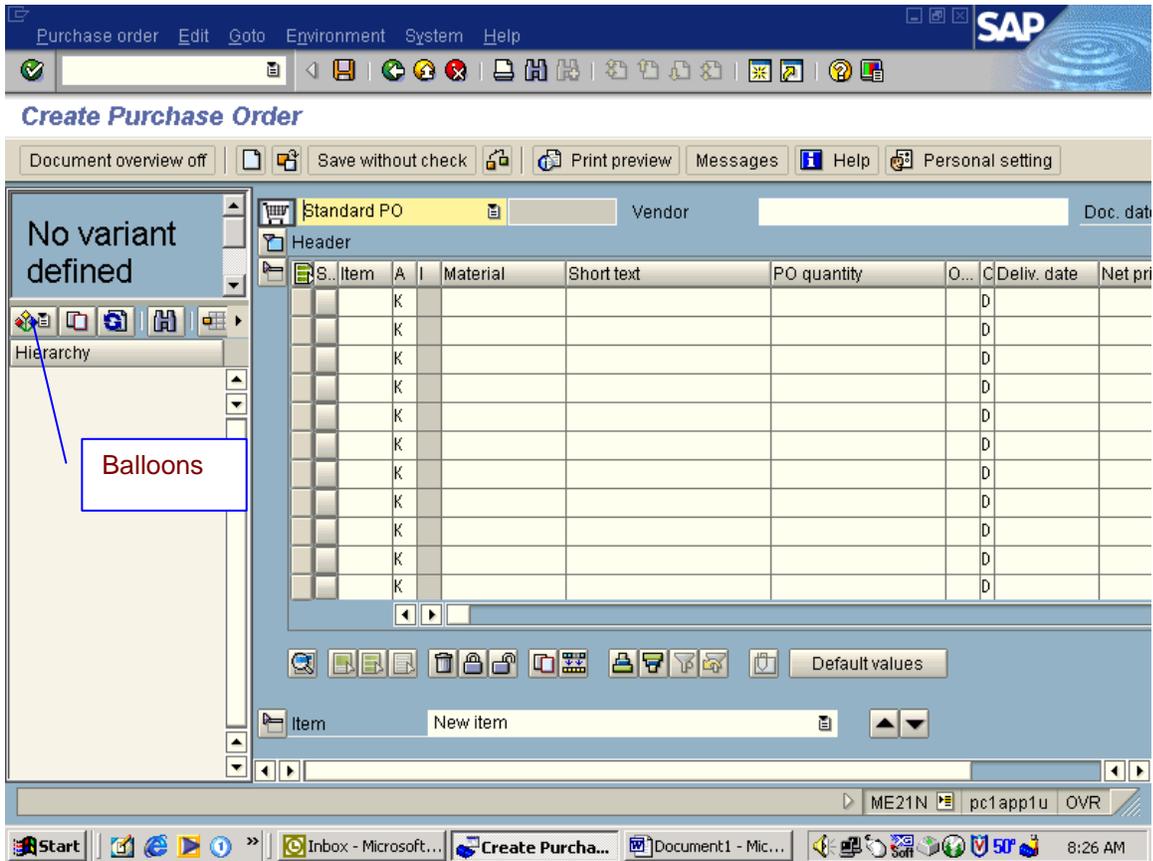
- 4) This is the screen you get. When document comes up you can change or delete.
- 5) Then you select save.



- 6) Type in transaction ME21n for OFF CONTRACT PO's. This is the screen that you will get.
- 7) Click Document Overview on



8) Click on the Balloons



9) Select Purchase Req.

Purchase order Edit Goto Environment System Help

SAP

### Create Purchase Order

Document overview off Save without check Print preview Messages Help Personal setting

Standard PO Vendor Doc. date

Header

S..Item	A I	Material	Short text	PO quantity	O...	C Deliv. date	Net pri
K						D	
K						D	
K						D	
K						D	
K						D	
K						D	
K						D	
K						D	
K						D	
K						D	

Change Remove Purchase orders Requests for quotations Contracts Scheduling agreements General purchasing documents Purchase requisitions My purchase orders Purchase orders on hold My purchase requisitions My purchase orders

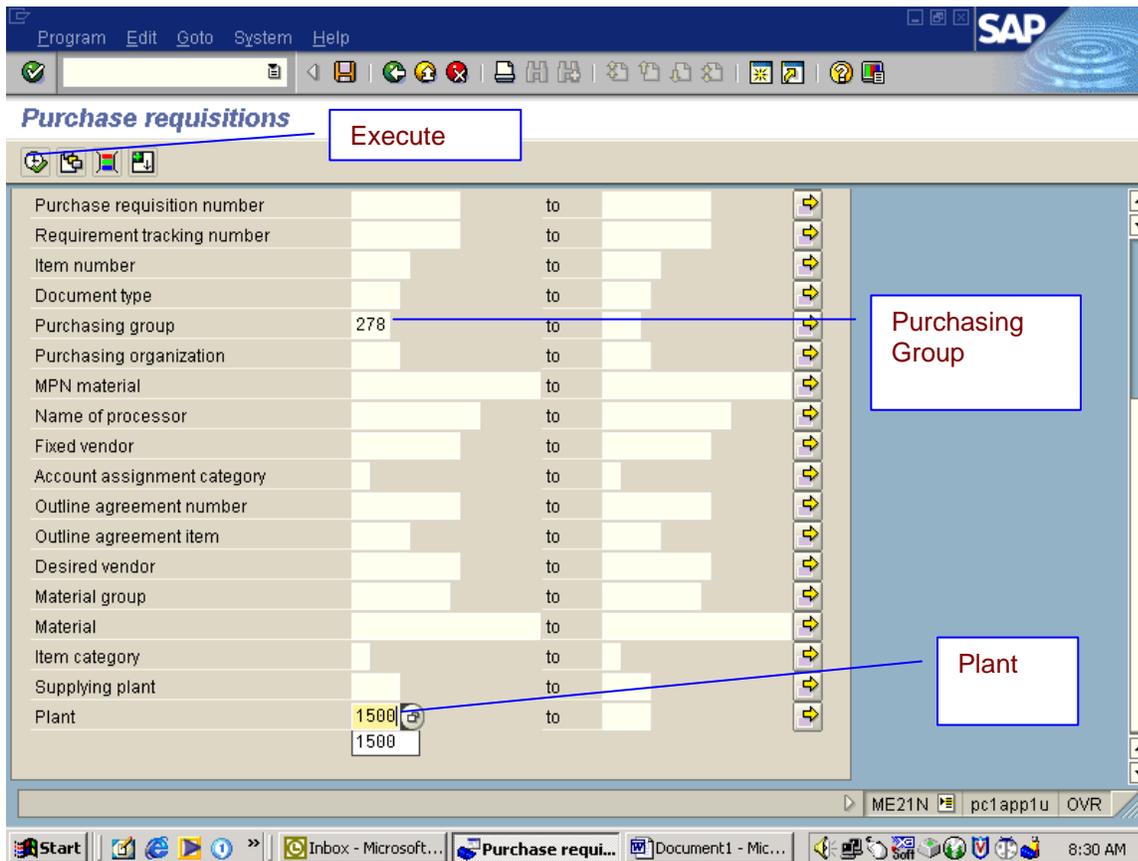
Select Purchase Req.

New item Default values

ME21N pc1 app1u OVR

8:26 AM

- 10) This is the screen you get. Here you will enter Purchasing Group and Plant.
- 11) Then click on Execute.



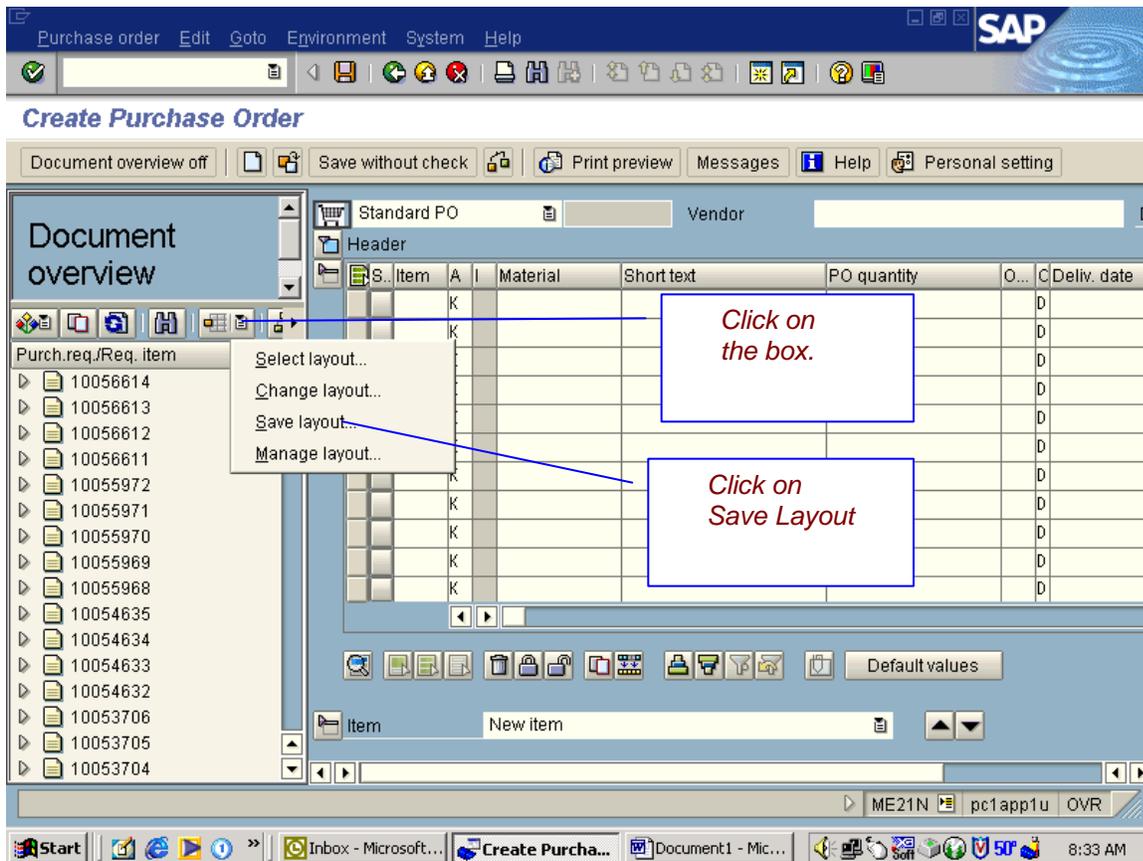
This is the next screen.

The screenshot displays the SAP 'Create Purchase Order' interface. At the top, the SAP logo and menu options like 'Purchase order', 'Edit', 'Goto', 'Environment', 'System', and 'Help' are visible. Below the title bar, there are several action buttons: 'Document overview off', 'Save without check', 'Print preview', 'Messages', 'Help', and 'Personal setting'. The main window is divided into several sections:

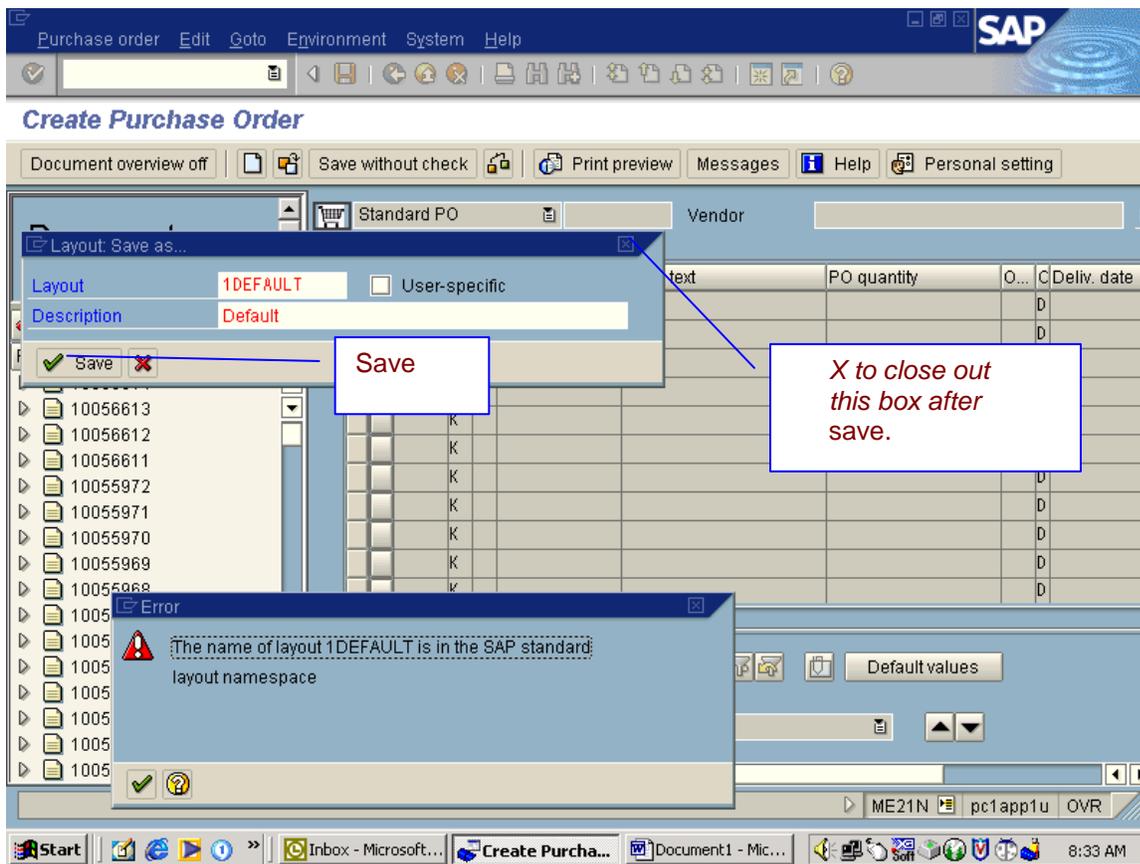
- Document overview:** A sidebar on the left containing a tree view of purchase requisitions (Purch.req./Req. item) with IDs ranging from 10056614 to 10053704.
- Header:** A section for document details, including 'Standard PO' and 'Vendor'.
- Table:** A central table with columns: S., Item, A, I, Material, Short text, PO quantity, O..., and C Deliv. date. The table contains 10 rows, each with a 'K' in the 'Item' column and a 'D' in the 'C Deliv. date' column.
- Item:** A section at the bottom for adding items, currently showing 'New item'.

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft..., Create Purcha..., Document1 - Mic...), and the system clock indicating 8:32 AM.

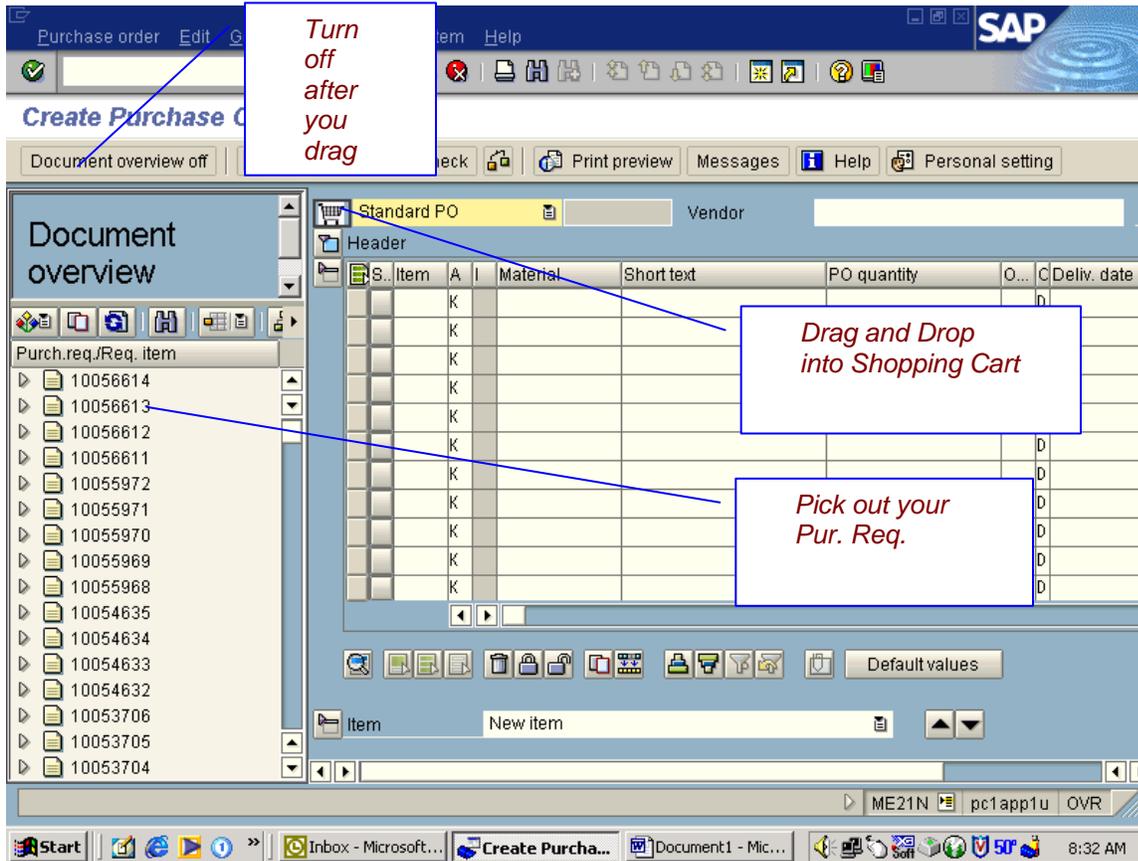
12) Drop down little box and select save layout.



- 13) Click on Save on the top box, Then on Click on Green check on bottom box. The Layout save will reopen, close out by clicking on the X  
This will save your purchase req. screen if you are doing more than one purchase order.



- 14) Find Purchase req that you need and drag and drop into the shopping cart and then you can turn the Document overview off.



15) Enter Vendor Number, Price, Currency and Per Pack Quantity.

The screenshot shows the SAP 'Create Purchase Order' (ME21N) interface. The vendor field is populated with '117211 BOYER PRINTING & BINDIN...'. The document date is '10/05/2004'. The item is '[10] 130985, FORM,STD-552,SURPLUS ST P...'. The delivery schedule table shows a scheduled quantity of 100 and a realistic delivery date of 11/04/2004. The net price is 8.86 USD. Annotations with blue boxes and arrows point to the 'Vendor Number', 'Price', and 'Currency' fields.

S...	C	Deliv. date	Net price	Curr...	Per	O...	Matl group	Plnt	Stor.loc	Batch	Track
C	D	11/01/2004	8.86	USD	1		PAC STATIONE...	DGS			
D				USD							
D				USD							

S...	C	Delivery date	Scheduled qty.	Tim...	Stat. del. d...	Delivered	Purch.req.	Req...	N...	Open quantity
Δ	D	11/01/2004	100		11/01/2004		10055970			100

16) Under Delivery Tab, Enter 10%

The screenshot displays the SAP 'Create Purchase Order' window. The 'Delivery' tab is active, showing various delivery-related parameters. Two callout boxes are present: one pointing to the 'Overdeliv. tol.' field with the text 'Enter 10% Here', and another pointing to the 'Delivery' tab itself with the text 'Delivery Tab'.

S.	Item	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl group	Plnt	Stor.loc	Batch	Track
	10	PAC	D	11/01/2004	8.86	USD	1	PAC	STATIONE...	DGS			
			D			USD							
			D			USD							

Item: [10] 130885, FORM,STD-552,SURPLUS ST P...

Material data | Quantities/weights | Delivery schedule | **Delivery** | Invoice | Conditions | Account assi...

Overdeliv. tol. 10 %  Unlimited  
Underdel. tol. 10 %  
Shipping instr.  
Stock type: Unrestricted use  
Rem. shelf life: D  
QA control key

Reminder 1  
Reminder 2  
Reminder 3  
No. reminders: 0  
Plnd dely time: 30  
GR proc. time: 1  
Inc.terms

Goods receipt  
 GR non-valuated  
 Deliv. compl.

ME21N | pc1 app1u | OVR

17) Under text enter Delivery Instructions.

The screenshot displays the SAP 'Create Purchase Order' window. At the top, the title bar reads 'Purchase order Edit Goto Environment System Help' with the SAP logo. Below this is a toolbar with icons for document overview, save, print, and help. The main header area shows 'Standard PO' and 'Vendor 117211 BOYER PRINTING & BINDIN...' with a document date of '10/05/2004'. A table lists items with columns for Item, O..., C, Deliv. date, Net price, Curr..., Per, O..., Matl group, Plnt, Stor.loc, Batch, and Track. The first item is '10 PAC D' with a delivery date of '11/01/2004' and a net price of '8.86 USD'. Below the table is a 'Default values' button. The 'Item' section shows '[10] 130985, FORM,STD-552,SURPLUS ST P...'. The 'Texts' tab is active, displaying a list of 'Item Texts' on the left: 'Item text', 'Material PO text', and 'Shipping Instruction' (highlighted). The main text area contains the following instructions: 'PLEASE MARK ALL CARTONS WITH MATERIAL # AND PO#. PO# MUST BE ON BILL OF LADING, FAILURE TO MARK THE CARTONS WILL RESULT IN REFUSAL OF SHIPMENT. PLEASE CONTACT BILL BEATTIE OR ROBIN HETRICK 717-787-6147 X 3235 OR 3234 WAREHOUSE DELIVERY HOURS ARE MONDAY THRU FRIDAY 9:00 AM TO 3:00PM'. A blue callout box with the text 'Delivery Instructions' points to the 'Texts' tab. The bottom status bar shows 'ME21N pc1app1u OVR' and the Windows taskbar at the bottom indicates the time is 8:39 AM.

18) Enter the correct Delivery Address.

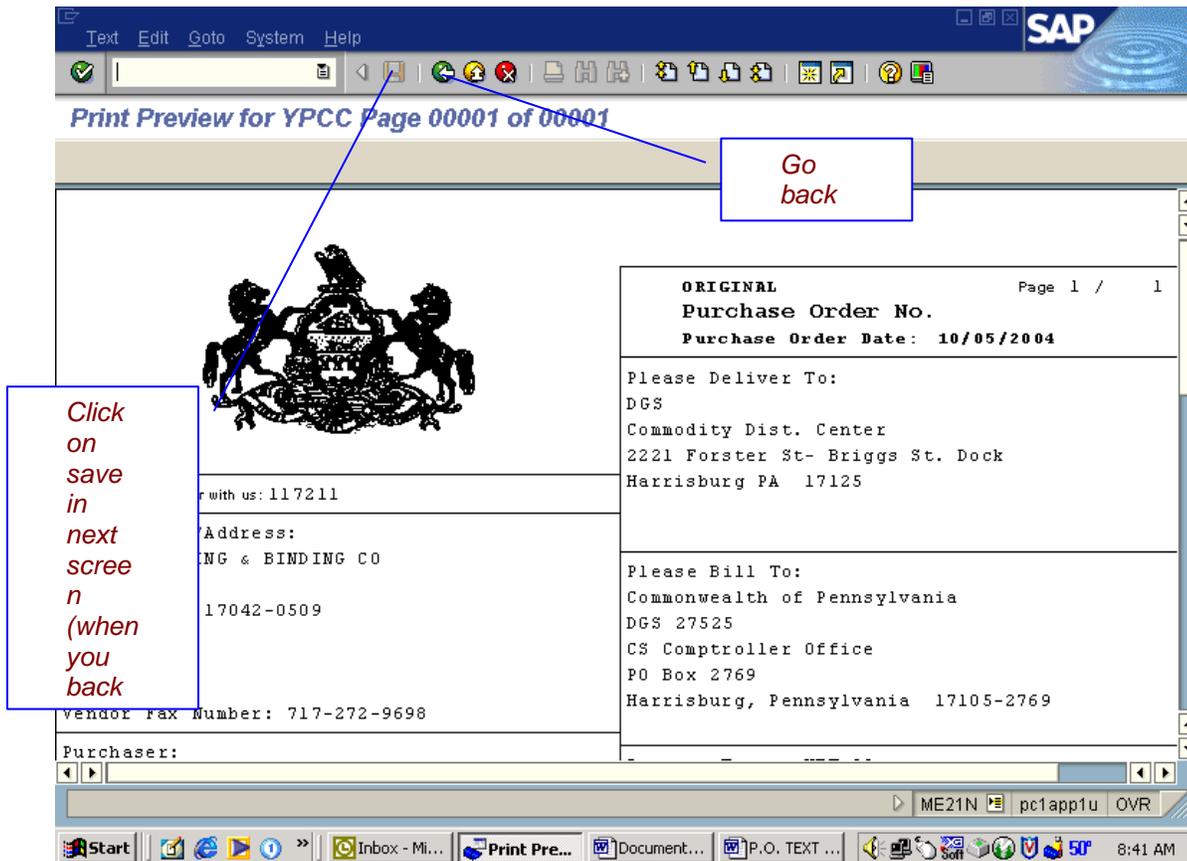
The screenshot shows the SAP 'Create Purchase Order' interface. The 'Delivery address' tab is active, displaying the following information:

S.	Item	O...	C	Deliv. date	Net price	Curr...	Per	O...	Matl group	Plnt	Stor.loc	Batch	Track
10	PAC	D		11/01/2004	8.86	USD	1		PAC STATIONE...	DGS			
		D				USD							
		D				USD							

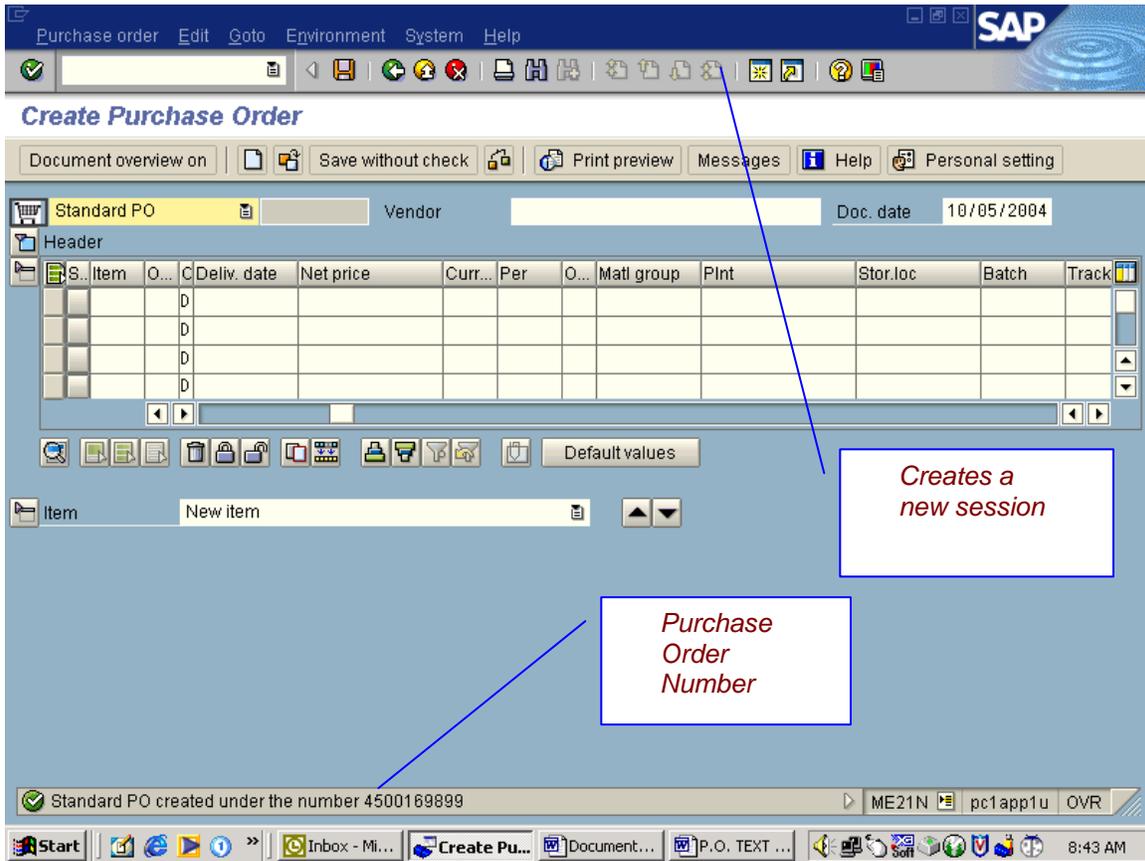
Item: [10] 130985, FORM,STD-552,SURPLUS ST P...  
Delivery address: DGS  
Commodity Dist. Center  
number: 2221 Forster St- Briggs St. Dock  
Address: 319057  
Postal code/City: 17125 Harrisburg

Callout boxes:  
- 'Delivery Address Tab' points to the 'Delivery address' tab.  
- 'Enter Correct Delivery Address' points to the address input fields.

- 19) Do a print preview and make sure all your information is correct.
- 20) Hit the go back arrow and then click on save.



- 21) Your Purchase order number is on the bottom of your screen.
- 22) You will then open up a new session and go to ME9f



23) All information should already be here. Next click on Execute with the clock.

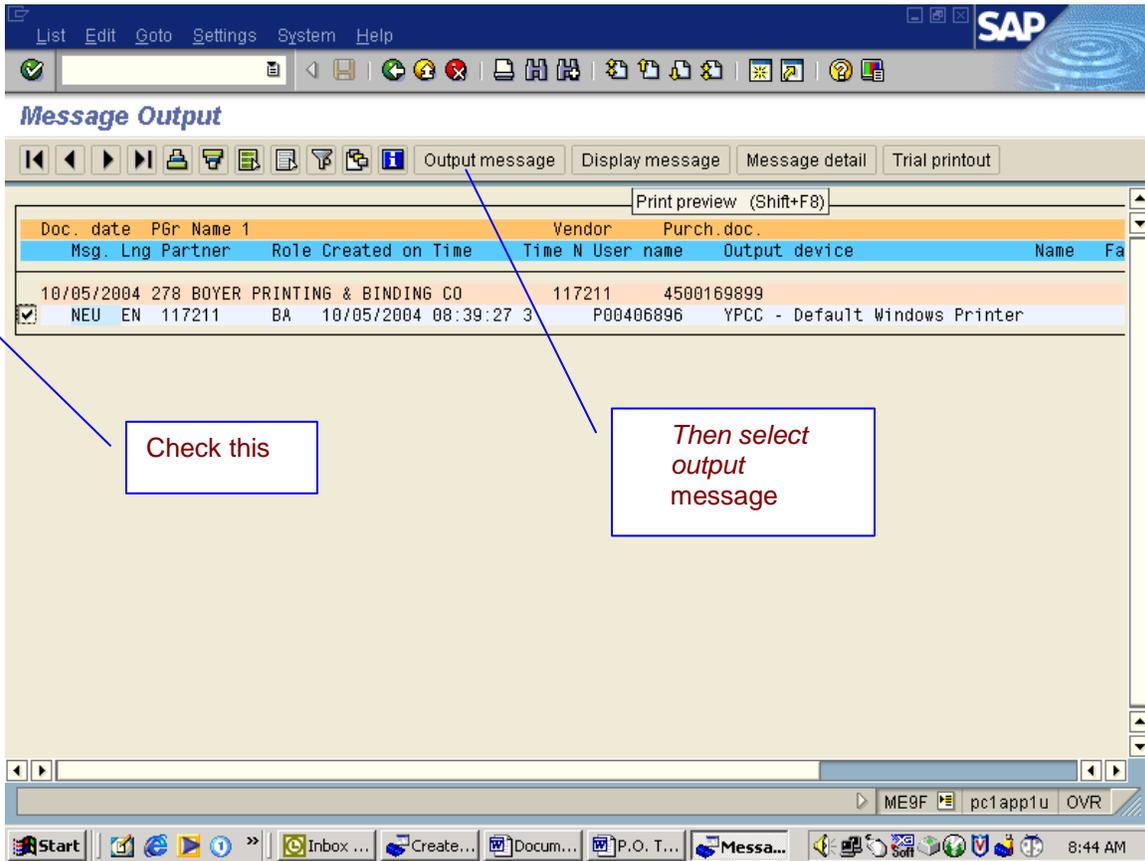
The screenshot shows the SAP Message Output window. The title bar includes 'Program Edit Goto System Help' and the SAP logo. The window is titled 'Message Output' and contains two main sections: 'Purch. doc. data' and 'Message data'. The 'Purch. doc. data' section has a 'Print preview (Shift+F8)' button and a list of fields: Document number (4500169809), Vendor, Purchasing organization, Purchasing group (278), Document type, and Document date. The 'Message data' section includes: Application (EF), Message type, Transmission time-spot, Processing status (0), Creation date, and Time created (00:00:00). A blue box labeled 'Execute' points to a clock icon in the top left of the window. Another blue box labeled 'Purchase Order Number' points to the document number field. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 8:44 AM.

Purch. doc. data	
Document number	4500169809
Vendor	
Purchasing organization	
Purchasing group	278
Document type	
Document date	

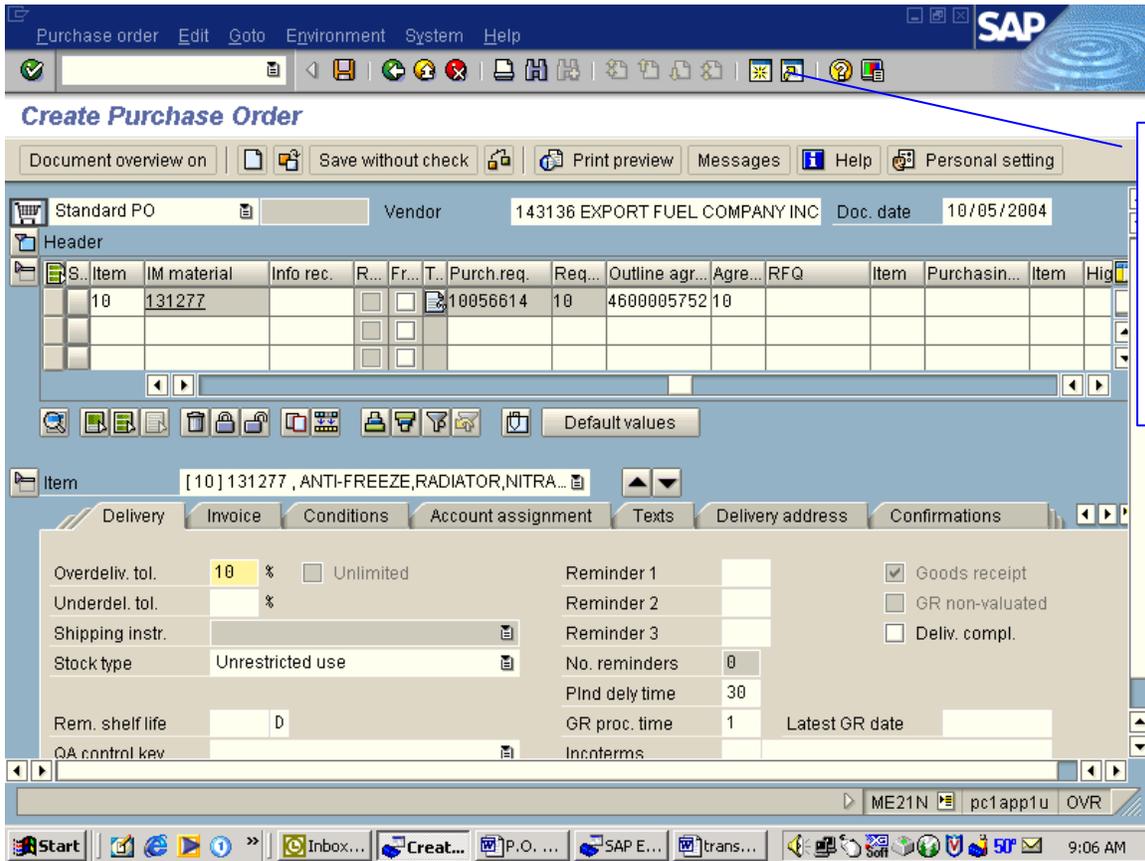
  

Message data	
Application	EF
Message type	
Transmission time-spot	
Processing status	0
Creation date	
Time created	00:00:00

- 24) This is your next screen. Check the box and the click on Output message.  
25) The PO will print out if it is under \$3000.00, If it is over it will go to the comptrollers office for approval.



26) If your PO is over \$3000.00, go to ME23n and take a screen shot of this for in the file until it comes back from comptrollers office approved.



Drop down and select Hardcopy to print screen shot

- 27) You will have to check periodically to see if they are approved. Go to ME22n and pull up the PO in question. Open up the top header and select Release Strategy. If there is a yellow triangle it is still not approved. When you get a green check mark it is approved and you will be able to print it off by going into ME9f.

The screenshot displays the SAP ME22N interface for a Standard PO. The top header shows the PO number 4500167719 and the vendor 163483 FLOR DRI SUPPLY CO INC. The 'Release strategy' tab is selected, showing a table with the following data:

Code	Description	Release options
02	COMPROLLER	✓

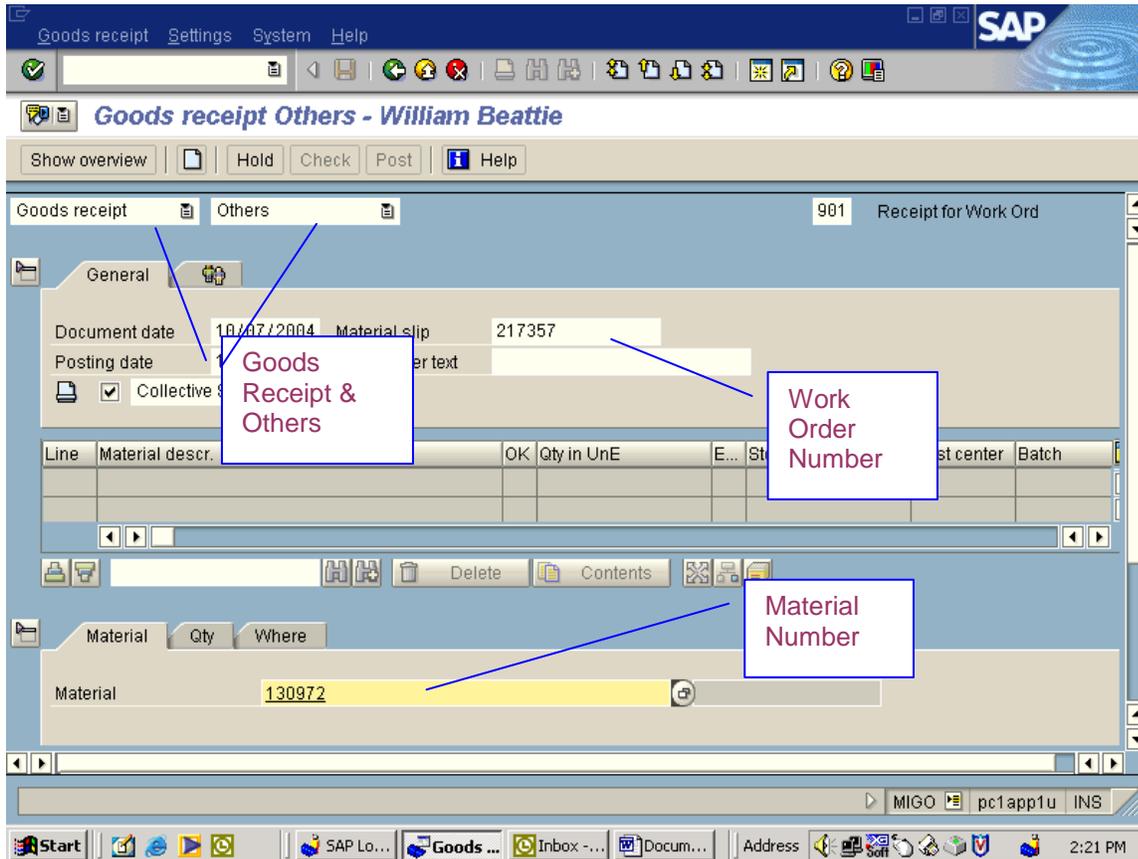
Below the table, a list of items is visible, including item 10 with material 131270 (CALCIUM CHLORIDE, 50 LB BAG). The status bar at the bottom indicates the transaction is ME22N and the user is pc1app1u.

Annotations in the image include:

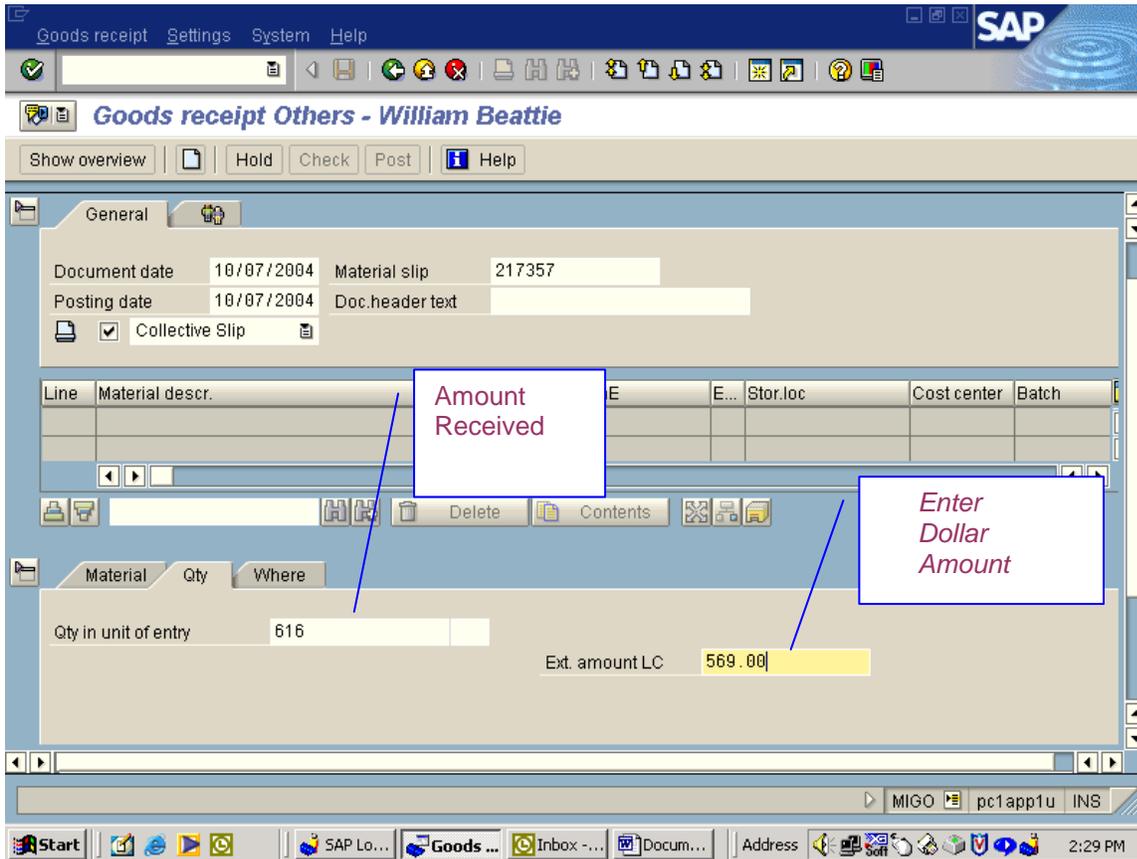
- Release strategy tab:** Points to the 'Release strategy' tab in the top navigation bar.
- Released:** Points to the green checkmark in the 'Release options' column of the table.
- Top Header:** Points to the top section of the PO header.

## Receiving Std Forms From Print Shop

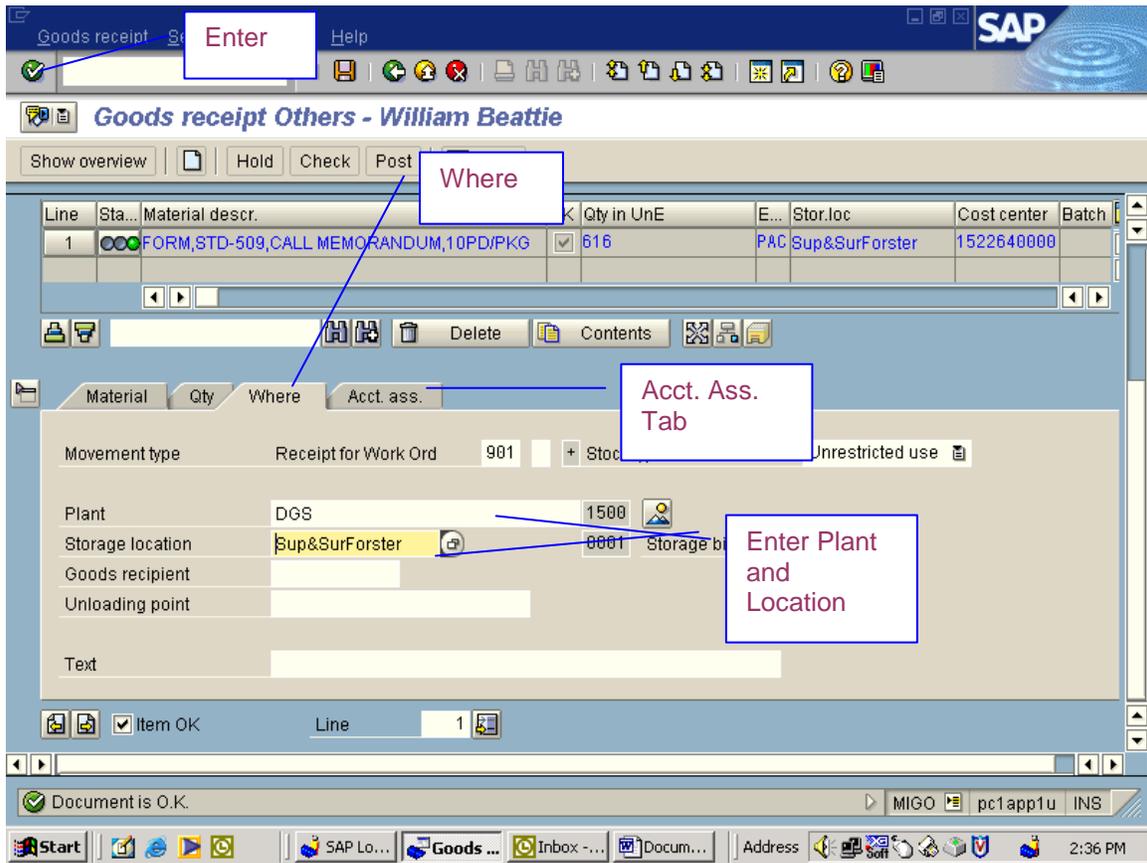
- 1) Get the Work Order from purchasing agent.
- 2) Call Greg Juris at 787-8884 for price of quantity actually ordered
- 3) Type in transaction MIGO click on Enter.
- 4) General Tab – enter the Work Order number
- 5) Material Tab – enter the Material number



- 6) Quantity Tab – enter the amount actually received not ordered. Enter the number not the unit of issue.
- 7) Enter the dollar amount.



- 8) Where Tab - enter the Plant and Location
- 9) Hit Green check or enter. You will now have a new tab.



- 10) Acct. Ass. Tab – Here you will put your Funds Center, Cost Center and Fund.
- 11) Make sure the Item OK box is checked.
- 12) Click on Check. In the lower left corner of your screen you will get a message of Document OK. If there are any red stops you must correct these before completing.
- 13) Click on Save. Your Material Document number will be on the lower left of your screen. In red write the Material Document number, sign and date the Work order and return to Purchasing Agent.

The screenshot shows the SAP 'Goods receipt Others - William Beattie' window. The interface includes a menu bar (Goods receipt, Settings, System, Help), a toolbar with icons, and a main data entry area. A table at the top lists line items with columns for Line, Material descr., OK, Qty in UnE, E..., Stor.loc, Cost center, and Batch. Below this is a form for 'Acct. ass.' with fields for Funds center, Cost center, and Fund. A 'More' button is next to the Fund field. At the bottom left, there is an 'Item OK' checkbox. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock (2:31 PM).

Annotations with blue boxes and arrows point to specific elements:

- Save**: Points to the 'Save' button in the top toolbar.
- Check**: Points to the 'Check' button in the top toolbar.
- Funds Center Cost Center Fund**: Points to the respective input fields in the 'Acct. ass.' section.
- Check Item Ok**: Points to the 'Item OK' checkbox at the bottom left.
- Material Number will be here**: Points to the 'MIGO' button in the bottom right of the window.

## Receiving Commodities

- 1) Type in transaction MIGO and click enter.
- 2) Type in PO Number and click on enter.

Enter

The screenshot displays the SAP MIGO transaction interface. The title bar reads "Goods receipt Purchase order - William Beattie". The main window shows the "Purchase order" field with the value "4500167719". A callout box with a blue border and white background points to this field, containing the text "Type in PO number". Below this, there are tabs for "General" and "Vendor". The "General" tab is active, showing fields for "Document date" (10/07/2004), "Posting date" (10/07/2004), "Delivery note", "Bill of lading", and "HeadText". There is a checked checkbox for "Individual Slip". Below these fields is a table with columns: "Line", "Material descr.", "OK", "Qty in UnE", "E...", "Stor.loc", "Batch", and "Valuation t...". The table is currently empty. At the bottom of the window, the taskbar shows the Start button, several application icons, and the system tray with the time "12:52 PM".

This is the screen that you will get.

- 3) On the Qty. tab, enter the amount that was actually received.

The screenshot displays the SAP Goods Receipt (MIGO) interface for Purchase Order 4500167719. The main data area shows the following details:

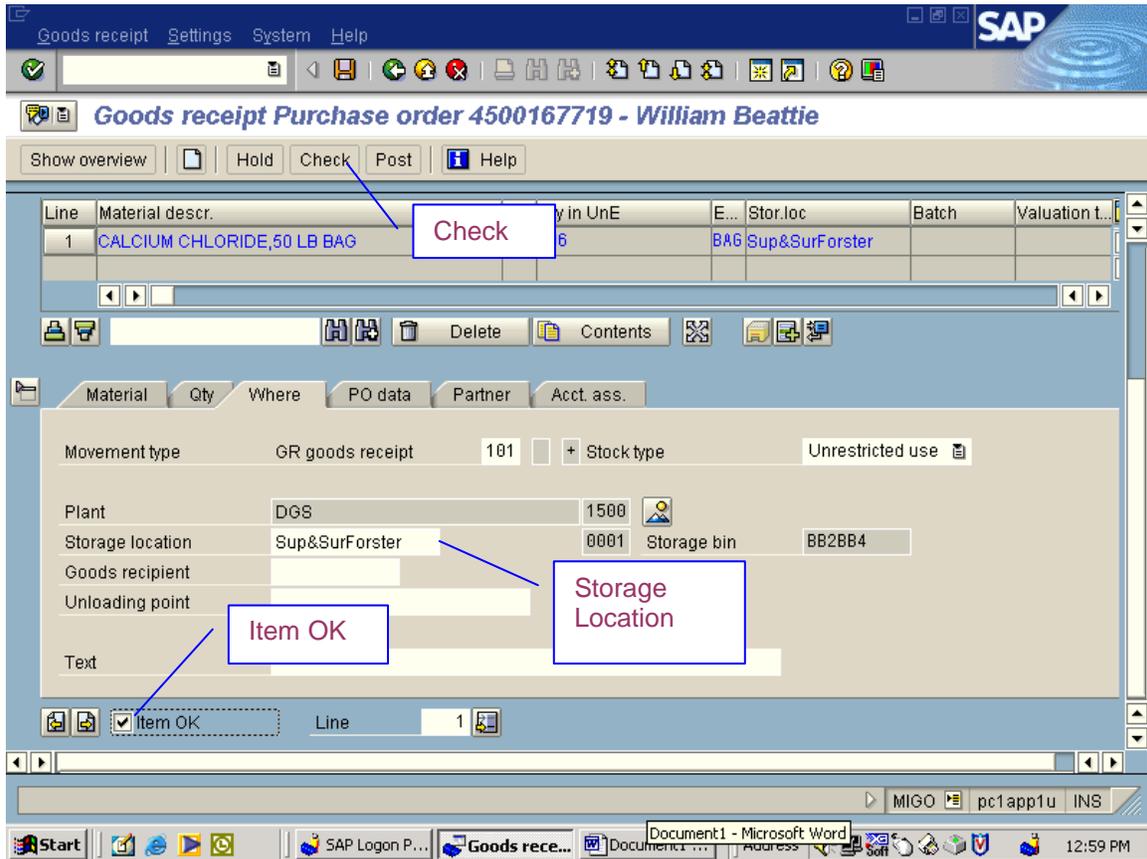
Line	Material descr.	OK	Qty in UnE	E...	Stor.loc	Batch	Valuation t...
1	CALCIUM CHLORIDE, 50 LB BAG	<input type="checkbox"/>	10,752		BA6 Sup&SurForster		

Below the table, the 'Qty' tab is active, showing the following fields:

Material	Qty	Where	PO data	Partner	Acci. ass.
	Qty in unit of entry	10,752		BA6	
	Qty in SKU	10,752		BA6	

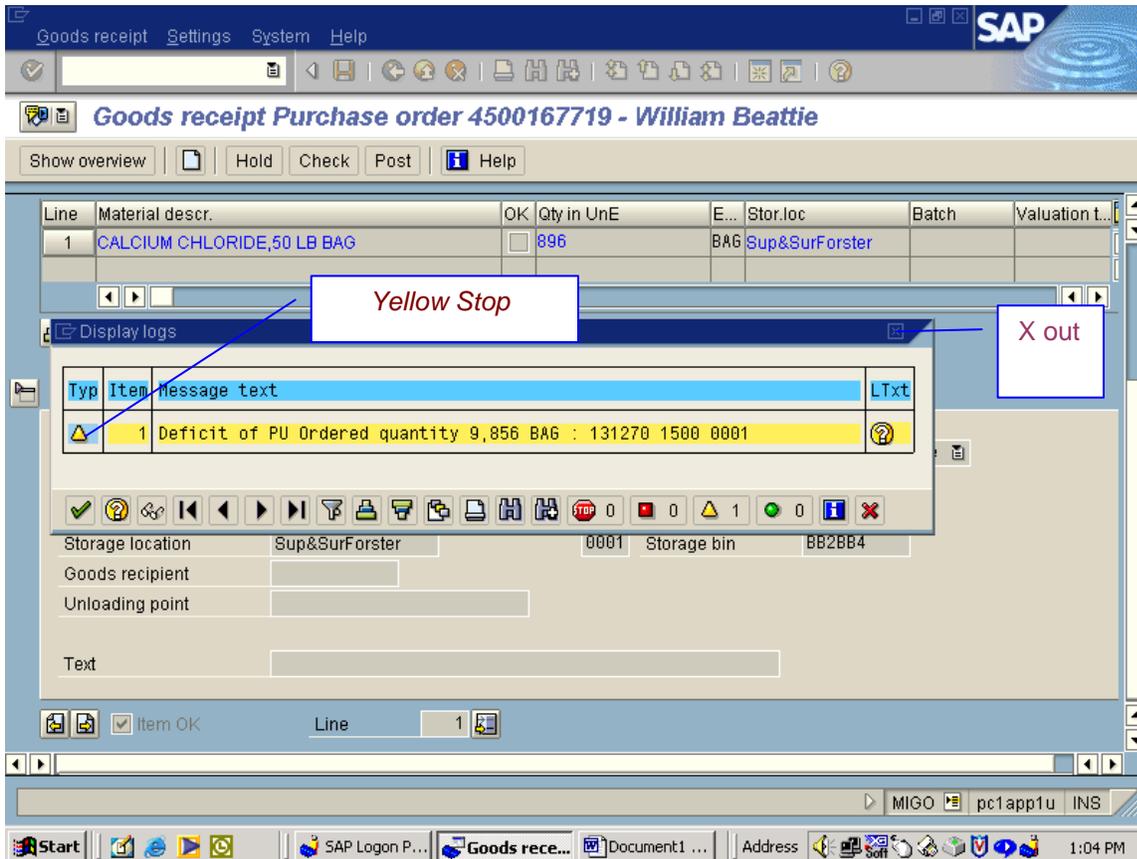
A callout box with a blue border and red text points to the 'Qty in unit of entry' field, containing the text: *Enter the amount received*.

- 4) Click on the Where tab, here you check to see the if the storage location is correct. If not, change to correct plant.
- 5) Click Item OK, then click on Check.

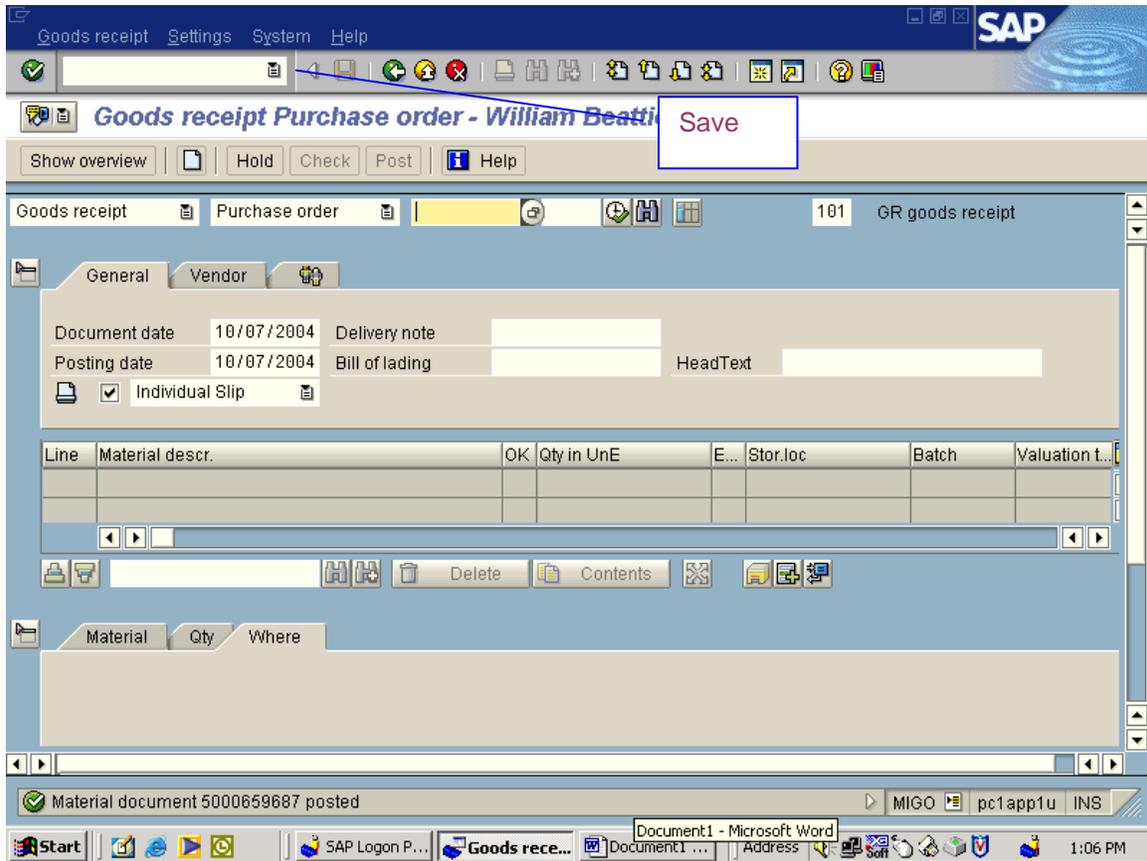


This is the screen that you will get.

- 6) You can just X out of this. You will get green or yellow light. If you get red stop you will receive message at the lower left hand corner telling you what needs to be corrected.

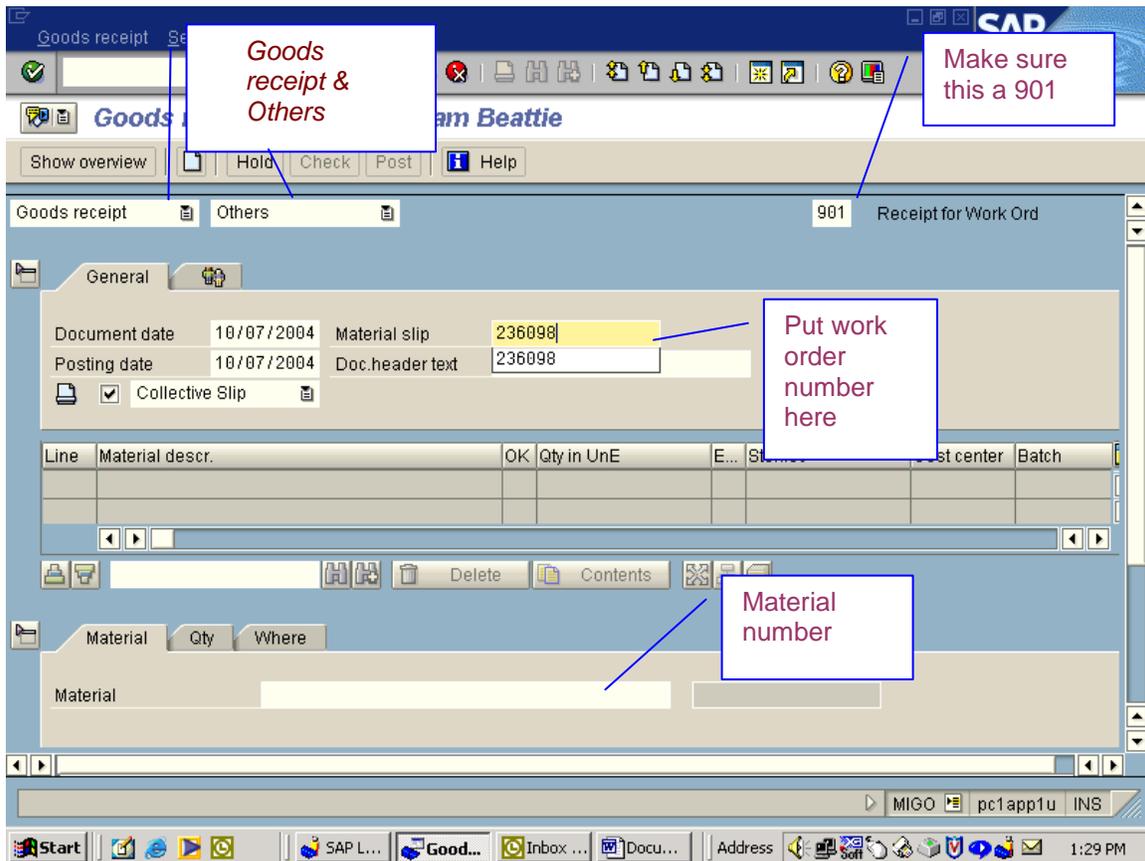


- 7) Click on Save. A Goods Receipt will appear on the lower left toolbar.
- 8) You will write the Goods Receipt number on the PO, along with the amount received and the pallet count in red ink. You also need to sign and date the document. Return the PO to Purchasing Agent.

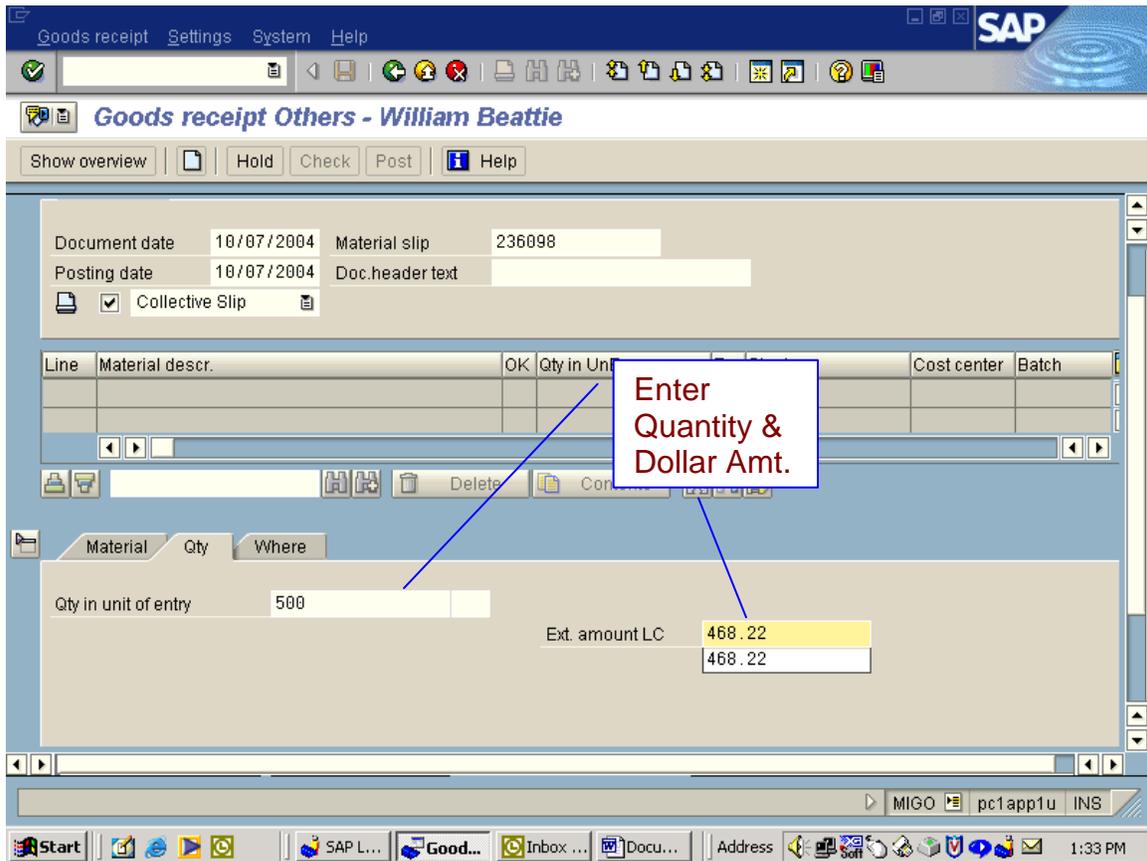


## Receiving Health Forms From Print Shop

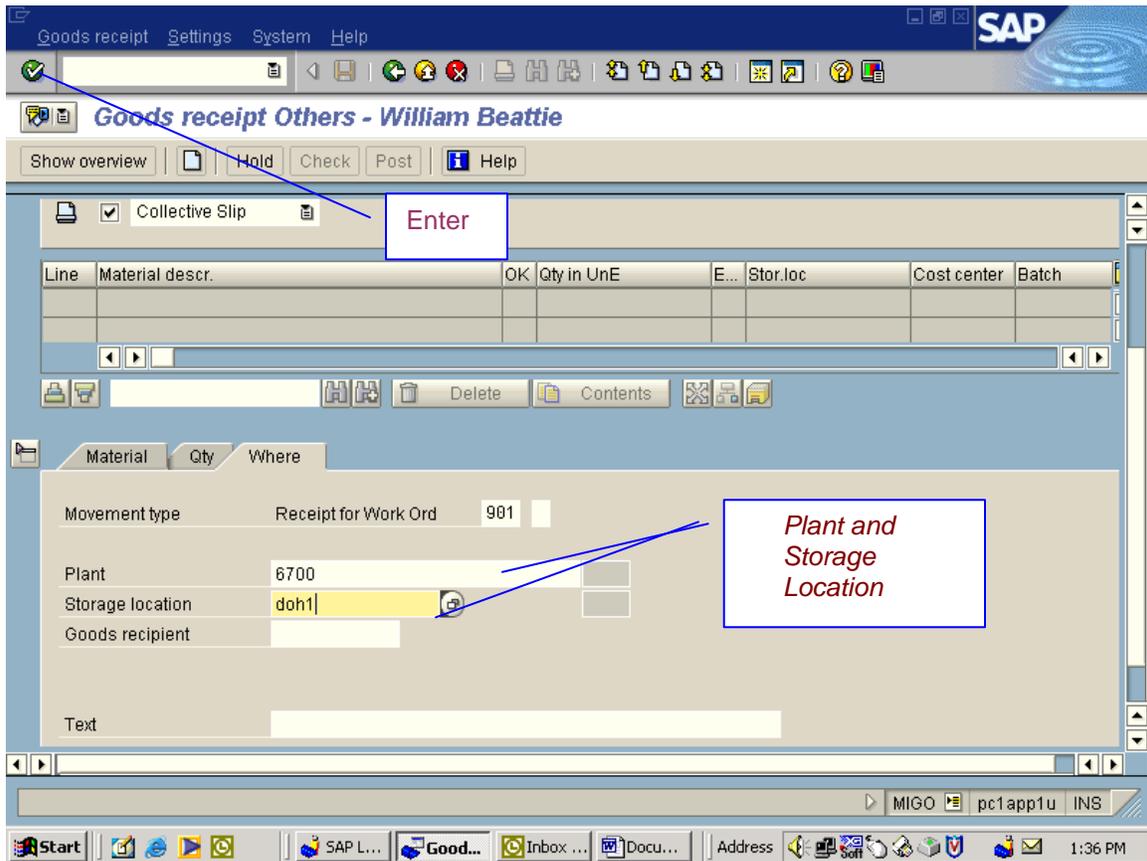
- 1) Call Greg Juris at 787-8884 for price of quantity actually ordered.
- 2) Type in transaction MIGO and click on enter
- 3) Make sure drop down boxes are Goods Receipt and Others.
- 4) Receipt for work order should be a 901.
- 5) Material Tab – enter the material number you are receiving.



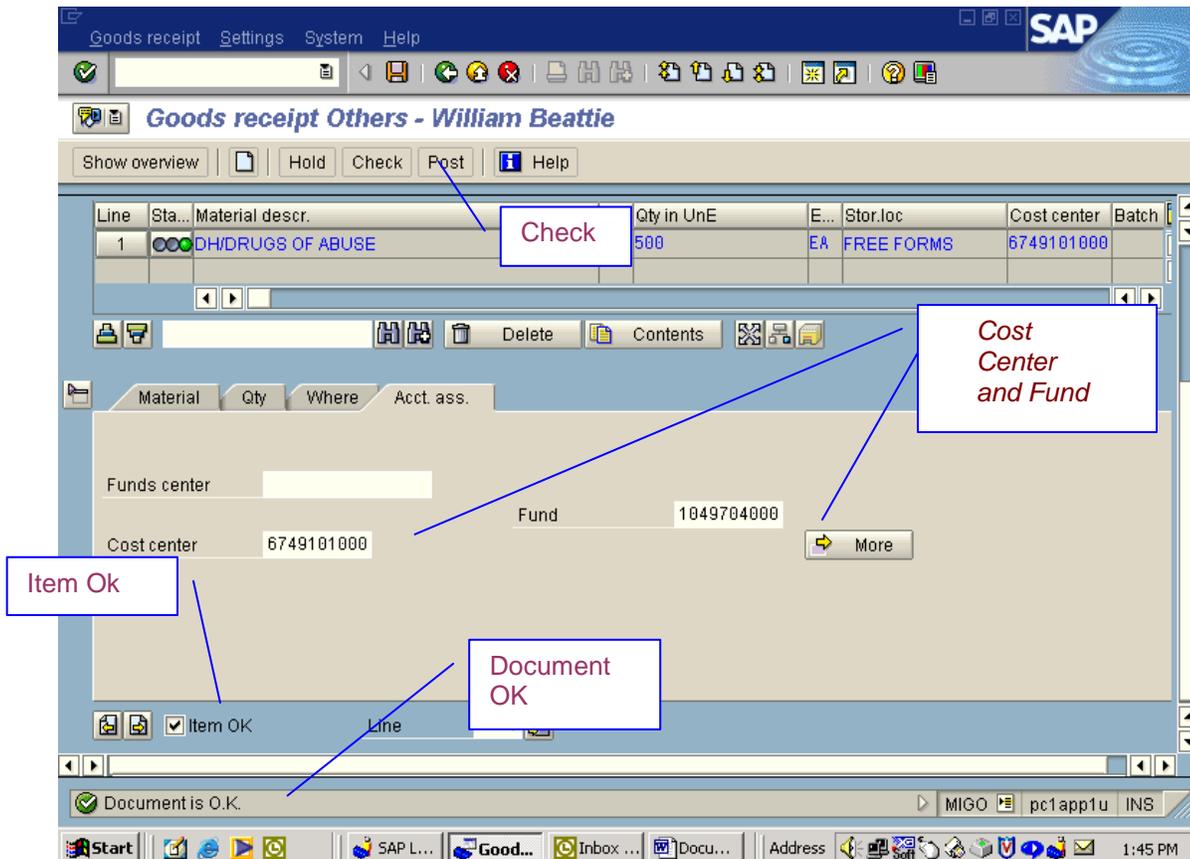
- 6) Quantity Tab – enter the quantity that you actually received.
- 7) Ext. amount LC – enter the dollar amount, which you get from Greg.



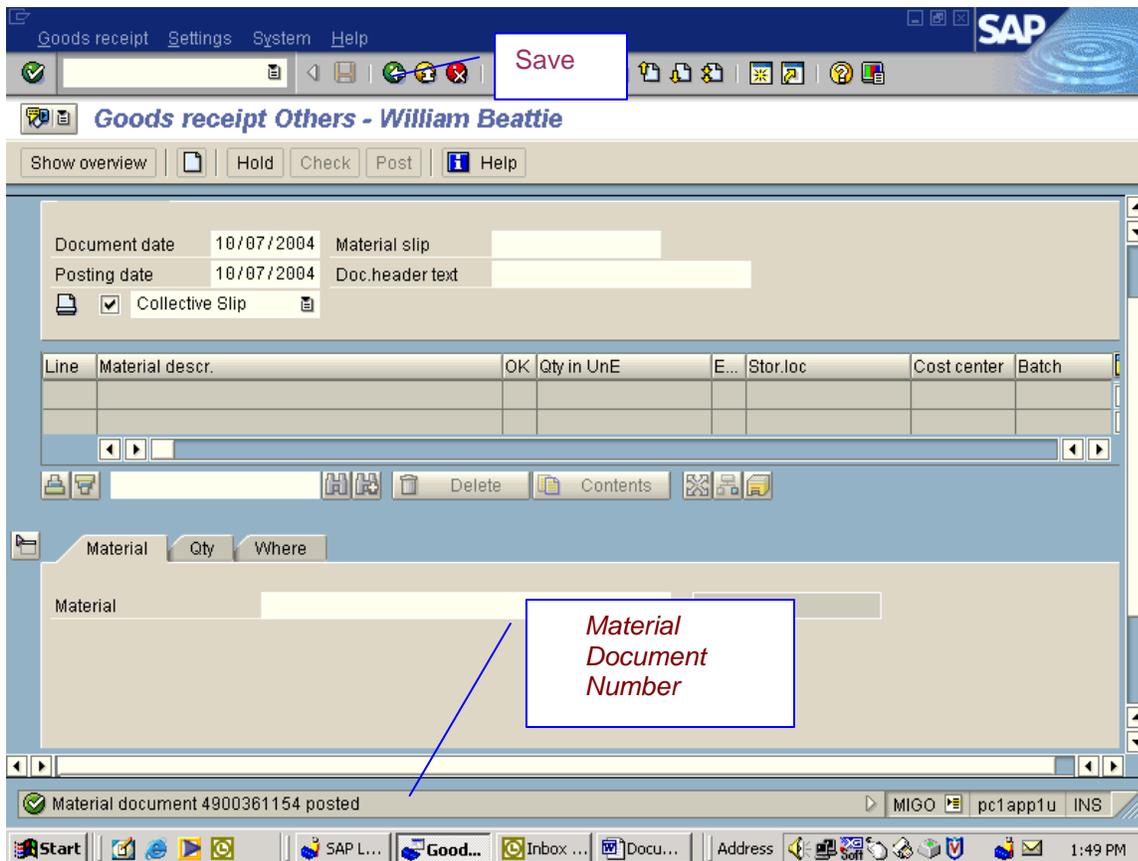
- 8) Where Tab – enter the plant number and the storage location.
- 9) Click on enter.



- 10) Click on enter. You will get one new tab.
- 11) Acct. Ass. Tab – You will enter your cost center and your fund and make sure your Item ok box is checked.
- 12) Then click on Check.
- 13) If there are no errors you will get a document OK message at the bottom left of your screen.
- 14) If you get any error messages you must correct these before you can continue.

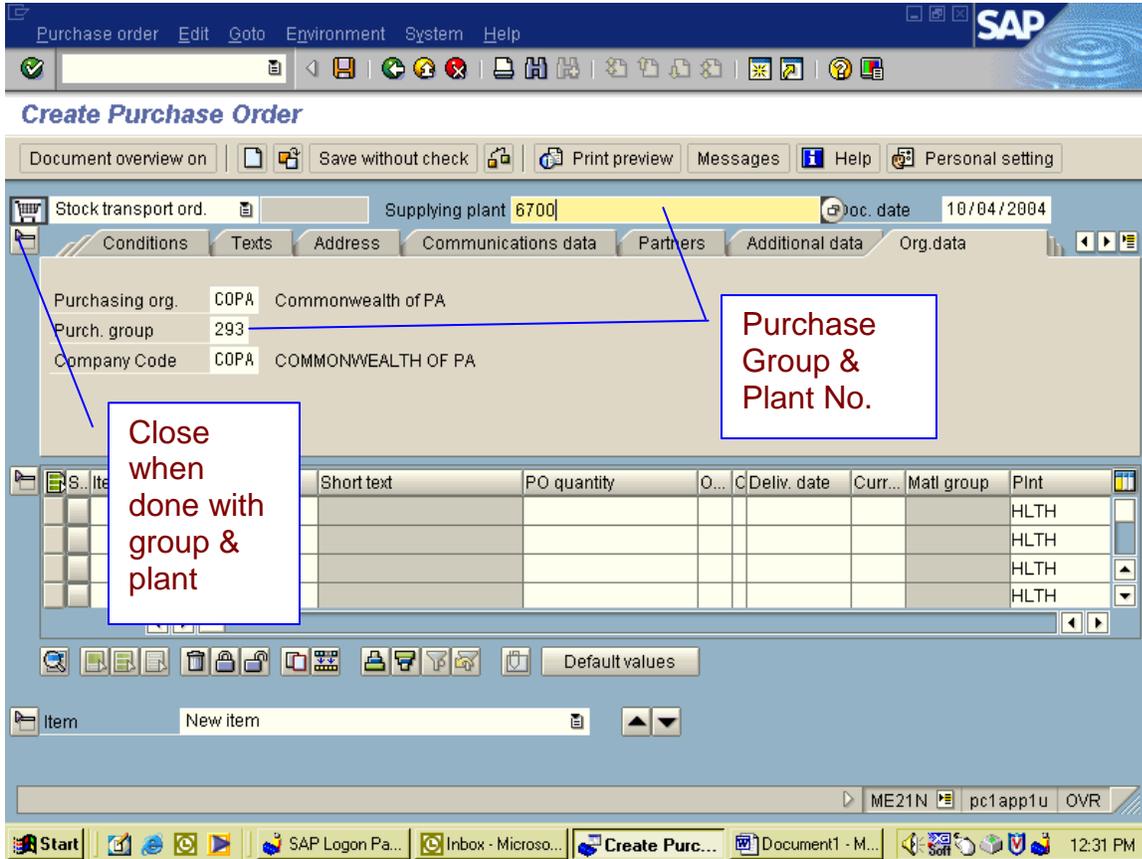


- 15) Click on Save.
- 16) Your Material Document number will be on the lower left corner of your screen.
- 17) In red, write your Goods Receipt Number on the work order, sign and date.
- 18) When the Goods Receipt prints off (901), It is then filed in the shipping office.



## Create A Stock Transport Order (Sto)

- 1) Type in transaction ME21N.
- 2) Open the top header and put in Purchasing group and Supplying plant.



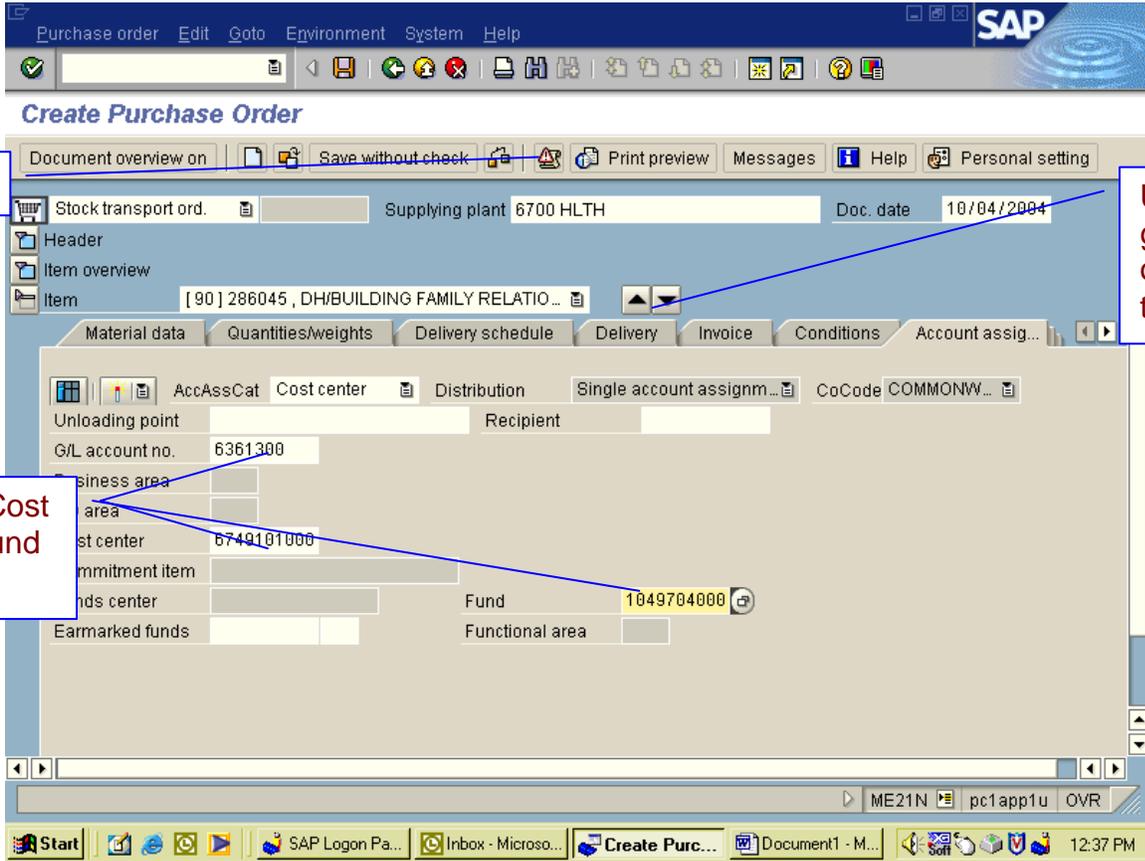
- 3) Close the top header and begin to put the material numbers and quantity amount for order.

Close this header when all material and quantity are input

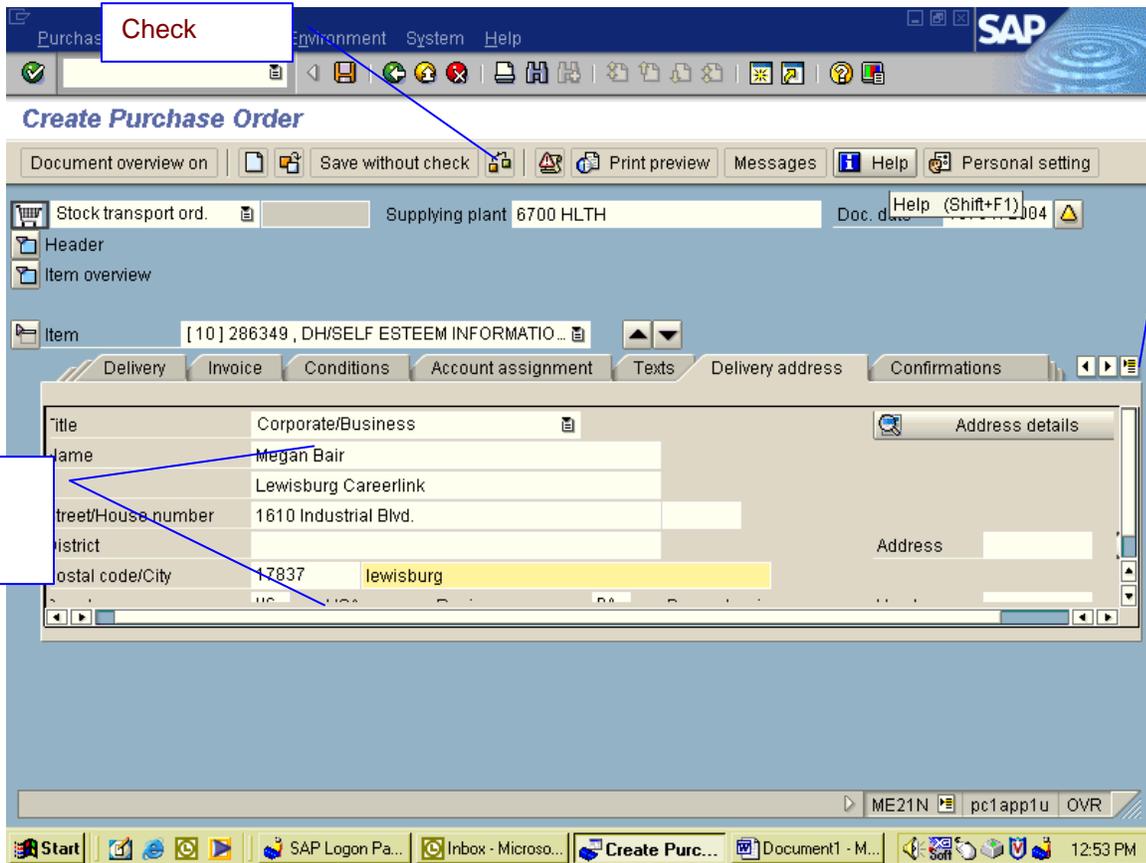
S. Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Curr...	Matl group	Pint
K			286349		25				USD		HLTH
K			285959		25				USD		HLTH
K			286023		25				USD		HLTH
K			286088		25				USD		HLTH
K			286101		25				USD		HLTH
K			285970		25				USD		HLTH
K			286000		25				USD		HLTH
K			286364		25				USD		HLTH
K			286045		25				USD		HLTH
K									USD		HLTH
K									USD		HLTH

Input Material #'s and quantity

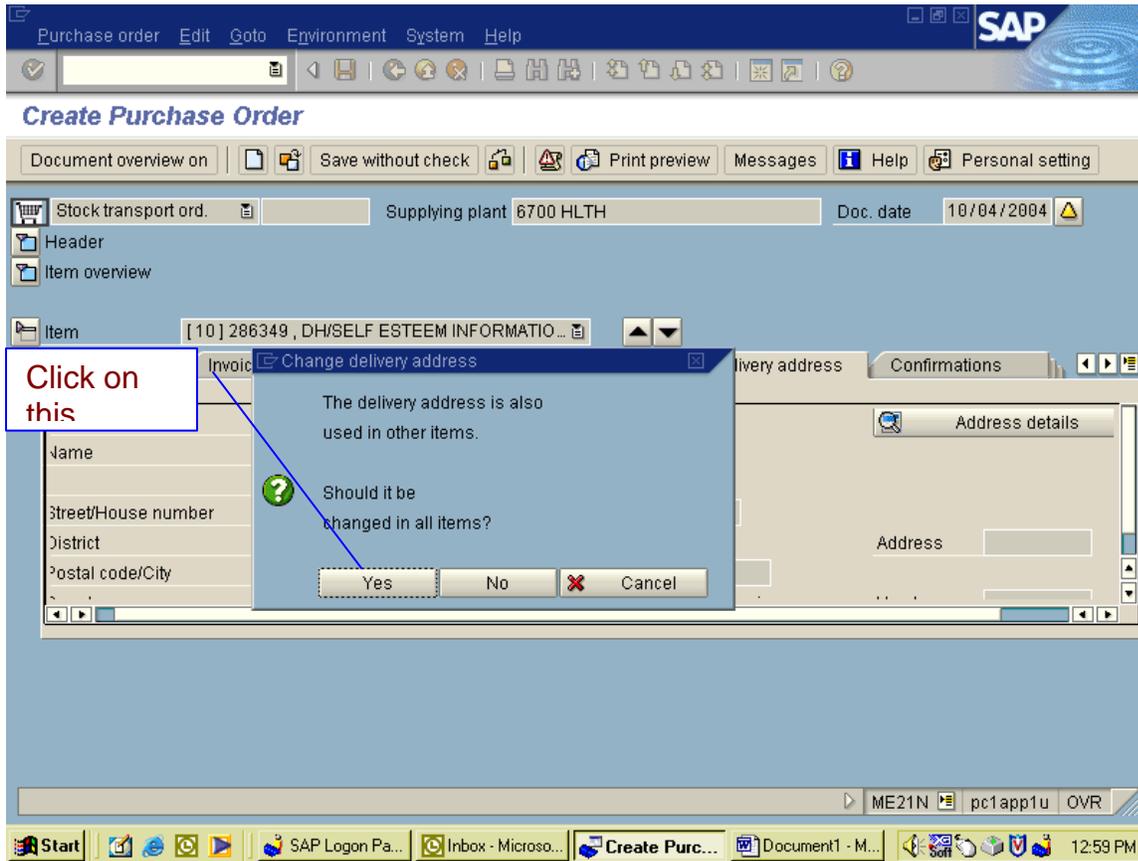
- 4) Close Item Overview, put GL Acct, Cost Center, and Fund numbers in for each line item. Then click on check.



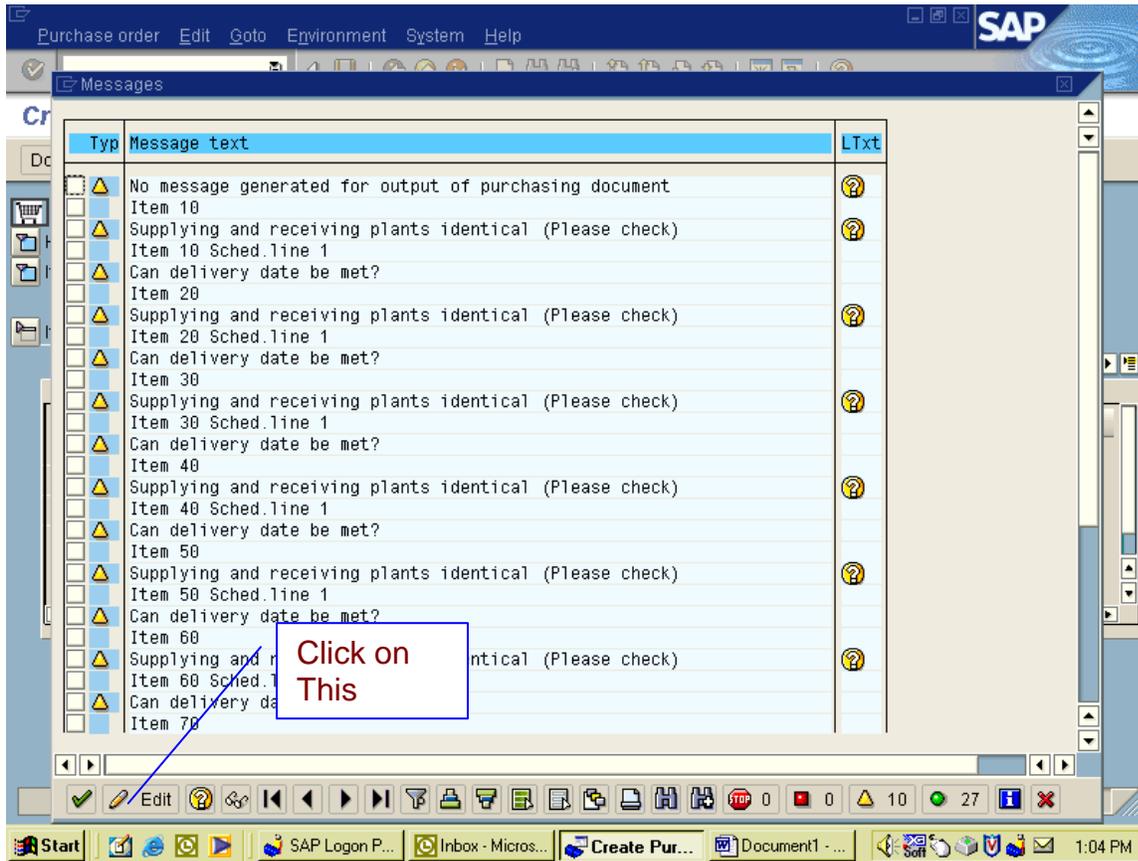
- 5) Put in the correct ship to address, use the tabs to select delivery address, (or the drop down), select check



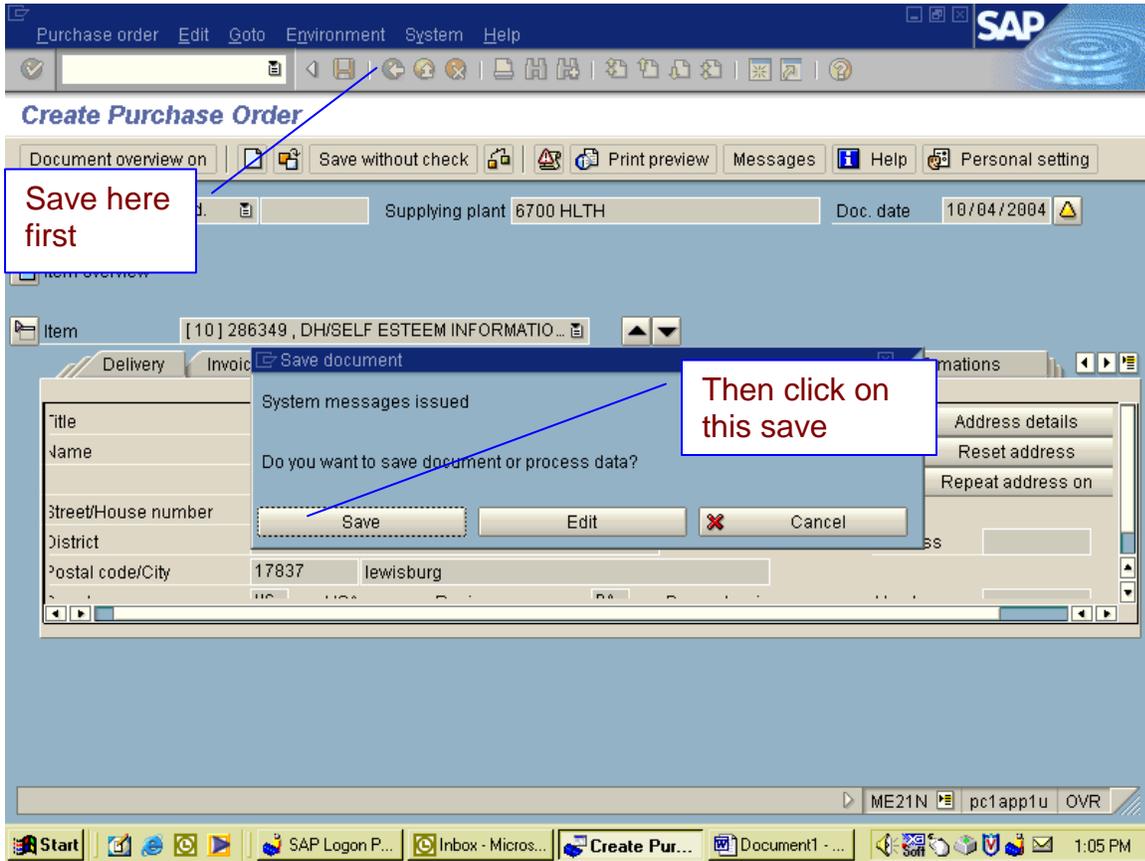
- 6) The next screen will put the address on each line item so you do not have to type each line separate.



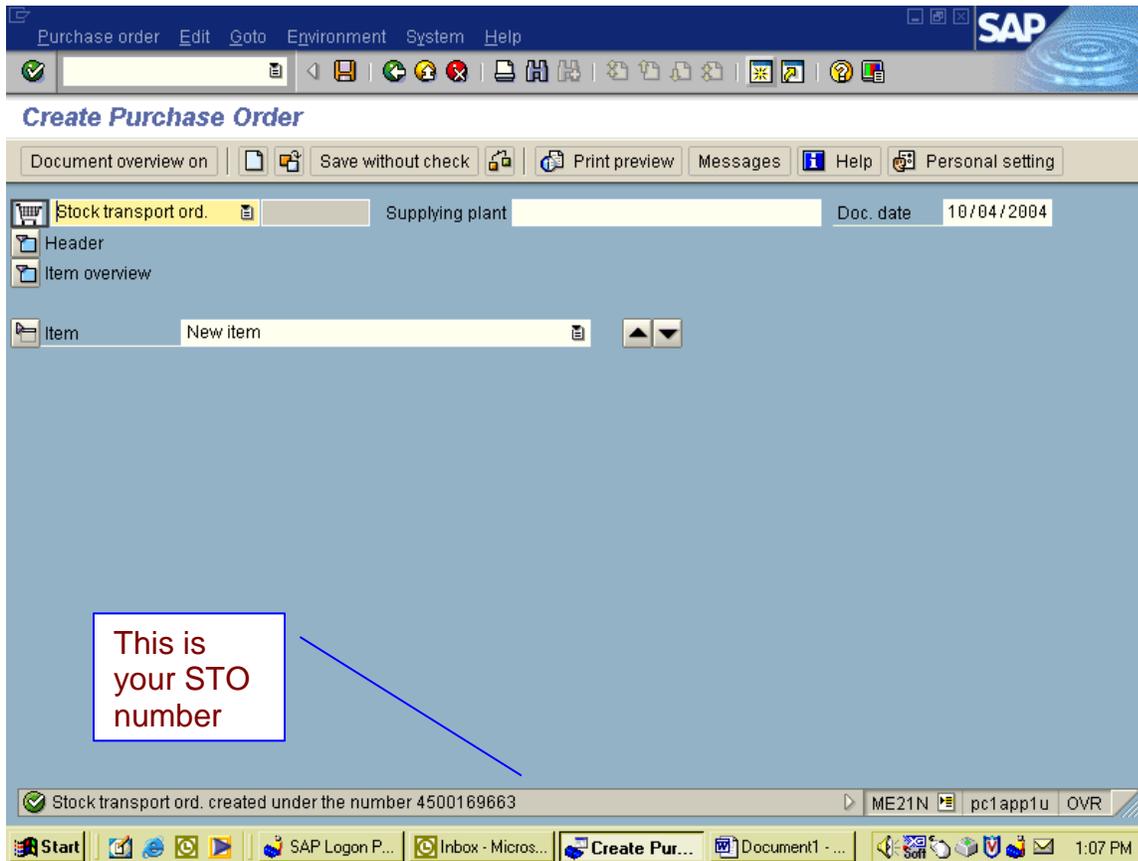
- 7) The next screen will tell you if you are missing any GL or acct numbers. Just click on the green check



8) Click on Save and then on the blue pop up box click on save again.

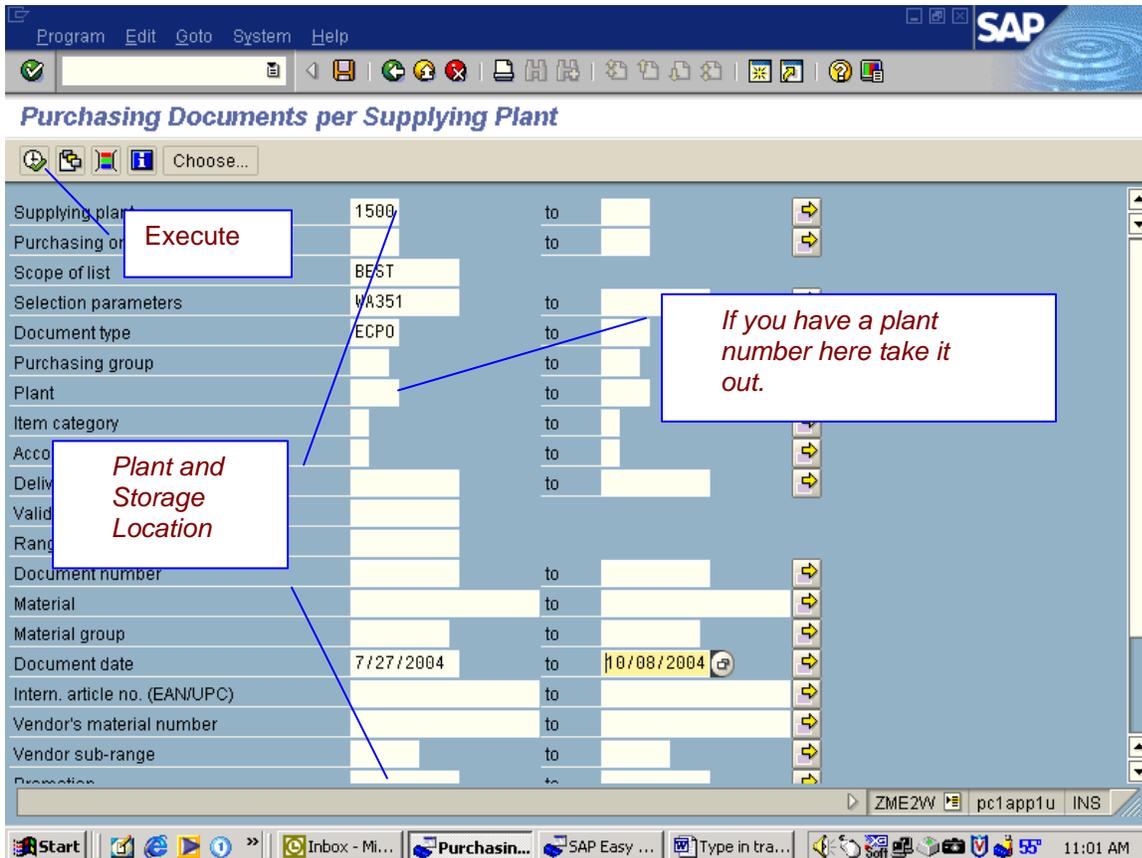


9) Here is where you get your STO number. The STO is complete.



## View And Print Orders

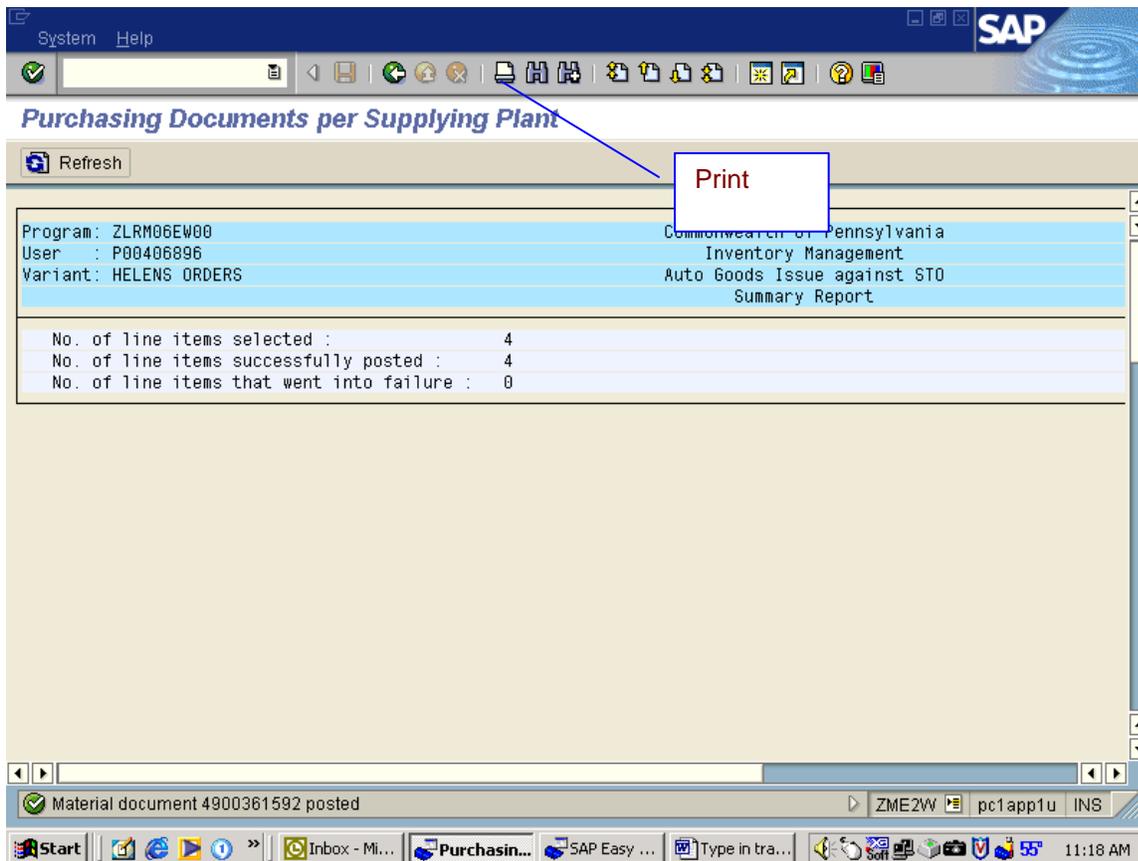
- 1) Type in transaction ZME2W and execute.
- 2) This is the screen that you will get.
- 3) Type in Plant number and Storage Location ( which is at the very bottom, you will have to scroll down a little ). You may have a second plant number show up; take that out.
- 4) Click on Execute with the clock.





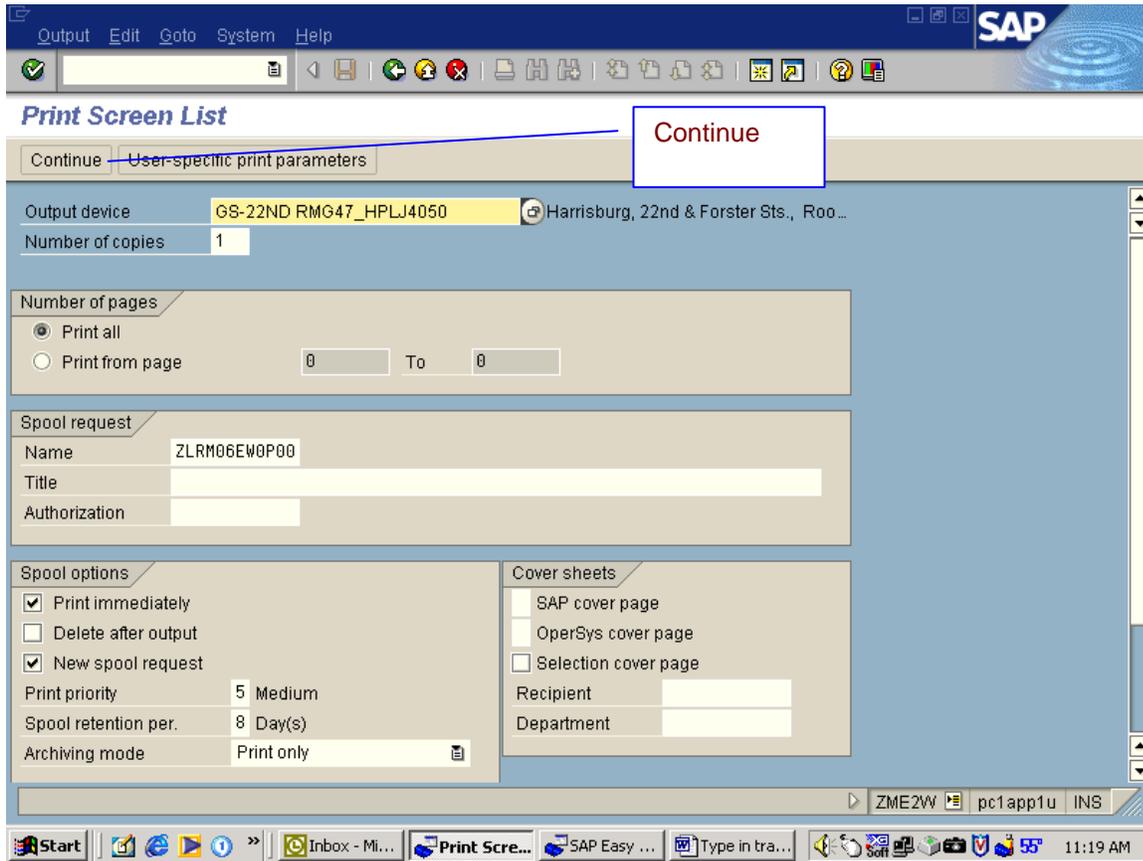
This is the screen that you get.

- 6) Here you will get a report that will tell you how many lines posted and how many went into failure
- 7) Then select the Print Icon.



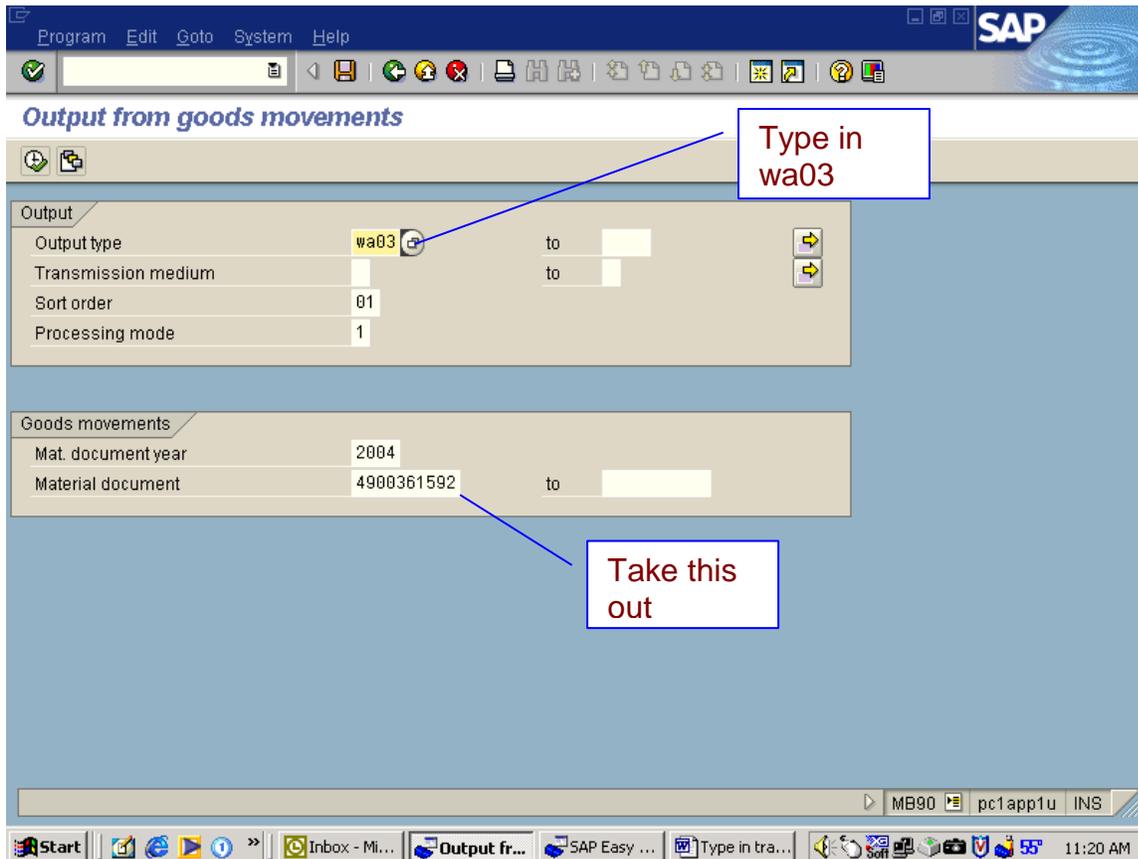
This is the screen you get.

8) Here you will click on Continue and your report will print out.



## Print Orders Using MB90

- 9) Type in transaction MB90 and execute.
- 10) This is the screen that you get.
- 11) Type in your Output Type (wa03) and take out the Material Document number and click on Execute with the clock in it.



This is the screen that you will get. This shows all orders for all supplying plants.  
 12) You will have to right click on the word Plant.

The screenshot shows the SAP 'Output from goods movements' interface. At the top, there is a menu bar with 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays a table with the following columns: Mat. doc., Item, Out., Med, Material, Material description, Plnt, and SLoc. The table contains 20 rows of data, each representing a material movement. A callout box with a blue border and the text 'Right click' points to the 'Plnt' column header. At the bottom of the screen, there is a status bar showing '212 output selected', a user ID 'MB90', and a workstation 'pc1app1u INS'. The Windows taskbar is visible at the very bottom, showing the Start button and several open applications.

Mat. doc.	Item	Out.	Med	Material	Material description	Plnt	SLoc
4900270982	1	WA03	1	115873	TOILET PAPER ROLL, 1000 SHEET TYPE 1(96)	1159	0001
4900271009	1	WA03	1	115891	PAPER TOWEL,C FLD,6R A,CLS 1 EXCPT TOTAL	1159	0001
4900302432	1	WA03	1	115891	PAPER TOWEL,C FLD,6R A,CLS 1 EXCPT TOTAL	1155	0001
4900305595	1	WA03	1	207800	SOAP,TOILET NON-FLOATING BARS,2 OZ	1155	0001
4900319156	1	WA03	1	141699	CUPS,FOAM PLASTIC,8 OZ	1160	0001
4900319158	1	WA03	1	238181	VEGETABLE, SPINACH, CN	1160	0001
4900322604	1	WA03	1	131436	BAG,TRASH,LIGHT,7-10GAL,15X9X23,500/CTN	1155	0001
4900322605	1	WA03	1	131453	BAG,TRASH,HEAVY,40-45GAL,23"17"X46",100	1155	0001
4900322606	1	WA03	1	115891	PAPER TOWEL,C FLD,6R A,CLS 1 EXCPT TOTAL	1155	0001
4900345328	1	WA03	1	217457	BASE,DRY,CHERRY DRINK MIX	1144	0001
4900345799	1	WA03	1	241920	BROOM,WHISK,STRAW TYPE	1144	0001
4900348233	1	WA03	1	243530	SYRUP,CHERRY COKE,FOUNTAIN,2.5 GAL	1144	0001
4900348242	1	WA03	1	141699	CUPS,FOAM PLASTIC,8 OZ	1144	0001
4900351564	1	WA03	1	119207	TAPE, MAGIC MENDING, TYPE,3/4" X 1296	7500	0001
4900351608	1	WA03	1	106193	DISK,3.5" FORMATTED IBM, DYAN,10/BX+	7500	0001
4900351609	1	WA03	1	131420	POCKET FILE,LEGAL,STY3,50/BOX	7500	0001
4900351611	1	WA03	1	119170	FASTENERS,ACCO 2" CAP,2 3/4" CNTR,50/BOX	7500	0001
4900352501	1	WA03	1	119246	COVERS, 8-1/2" X 11",REPORT COVER,CLEAR	7500	0001
4900352829	1	WA03	1	119209	TAPE,BOX SEALING,2"X60YD,SCOTCH CLEAR	7500	0001
4900352836	1	WA03	1	119019	PAPER,BOND,CANARY, 8-1/2" X 11,HP6103341	7500	0001
4900352837	1	WA03	1	130336	PAPER,BOND,6R,8 1/2X11,20#	7500	0001
4900352838	1	WA03	1	119045	LETTERHEAD,DEP SECRETARY,BEDE,8 1/2 X 11	7500	0001



This is the screen you get.

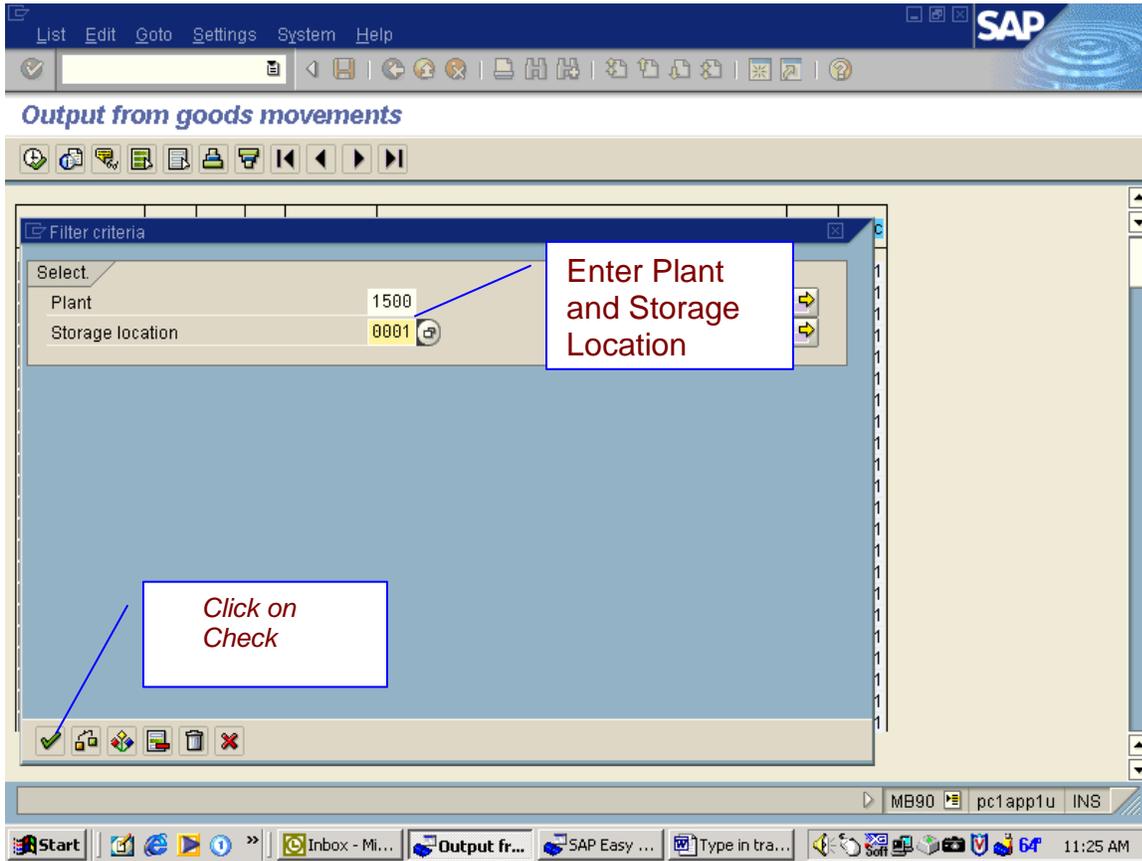
- 14) Here you will highlight the Plant and Storage Location
- 15) Click on the arrow to move them to the other column.
- 16) Then click on the Green Copy Check.

The screenshot shows the SAP 'Output from goods movements' dialog box. The window title is 'Output from goods movements'. The main area is divided into two panes: 'Filter criteria' on the left and 'Field list' on the right. The 'Filter criteria' pane contains a table with the following content:

Column content
Plant
Storage location

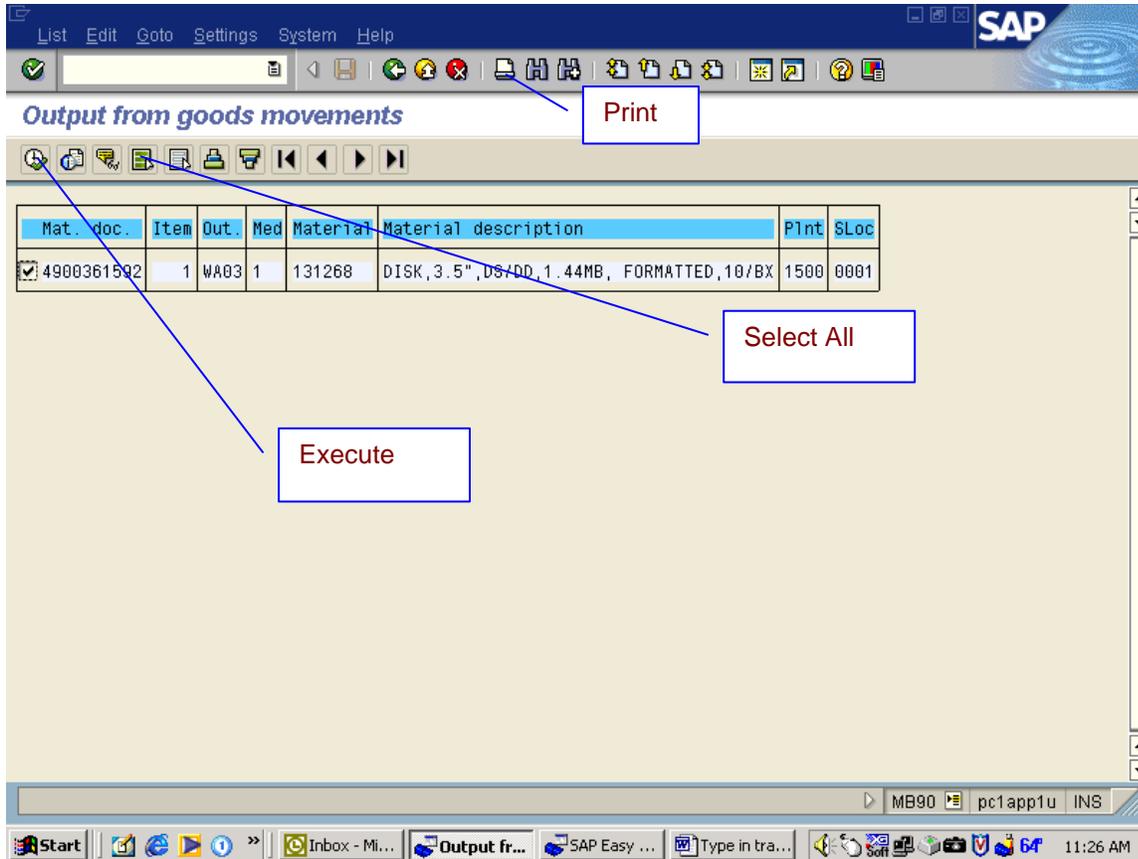
The 'Field list' pane contains a list of fields with checkboxes and arrows. The fields are: Col. content, Material document, Item, Output type, Transmission medium, Material, and Material description. The 'Material document' and 'Item' fields are highlighted with a dashed box. A blue box with red text points to these fields, containing the text: 'Plant & Storage location on this side- Highlight them'. Another blue box with red text points to the arrow between the panes, containing the text: 'Click on this arrow to move them to the other side'. A third blue box with red text points to the 'Copy' button at the bottom left, containing the text: 'Then click on this.'. The bottom of the dialog box has a 'Copy' button with a green checkmark, a 'Paste' button with a yellow notepad, and a 'Cancel' button with a red X. The SAP logo is visible in the top right corner. The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Mi..., Output fr..., SAP Easy..., Type in tra...), and the system clock showing 11:23 AM on 5/5.

- 17) This is next. Here you will input your Plant and Storage Location.
- 18) Next click on the Green Check.



This is the screen you get.

- 19) Here you will click on the Print Icon – this will print out a report of the orders you are posting.
- 20) Next you will click on Select All and then execute. This will print your orders out of the system.

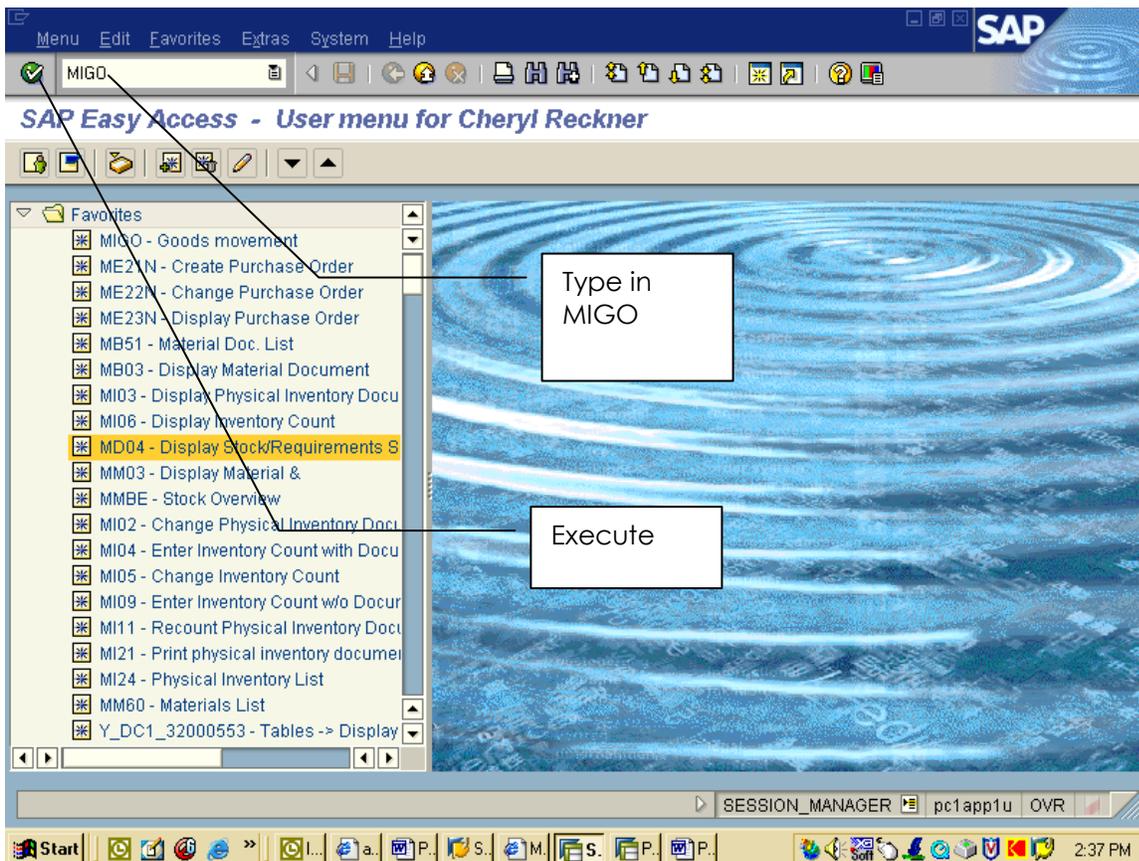


# Print Orders Using ZMMPPS

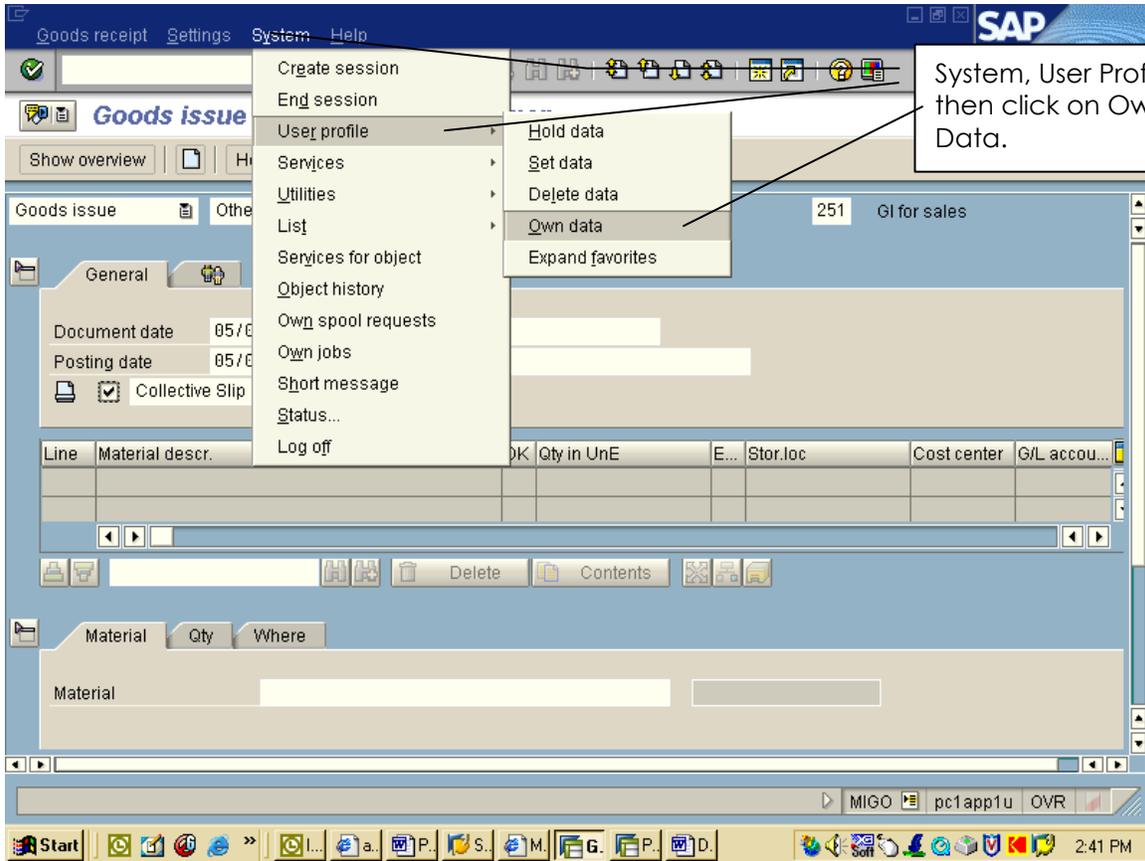
## Change Collective Box

You will only need to use this if you are going to use ZMMPPS to print orders.

- 1) You will need to go to MIGO.



- 2) First Box should be Goods Issue, 2nd Box should be Others or Purchase orders.
- 3) Go to System, User Profile, Own Data.
- 4) Click on Own Data.

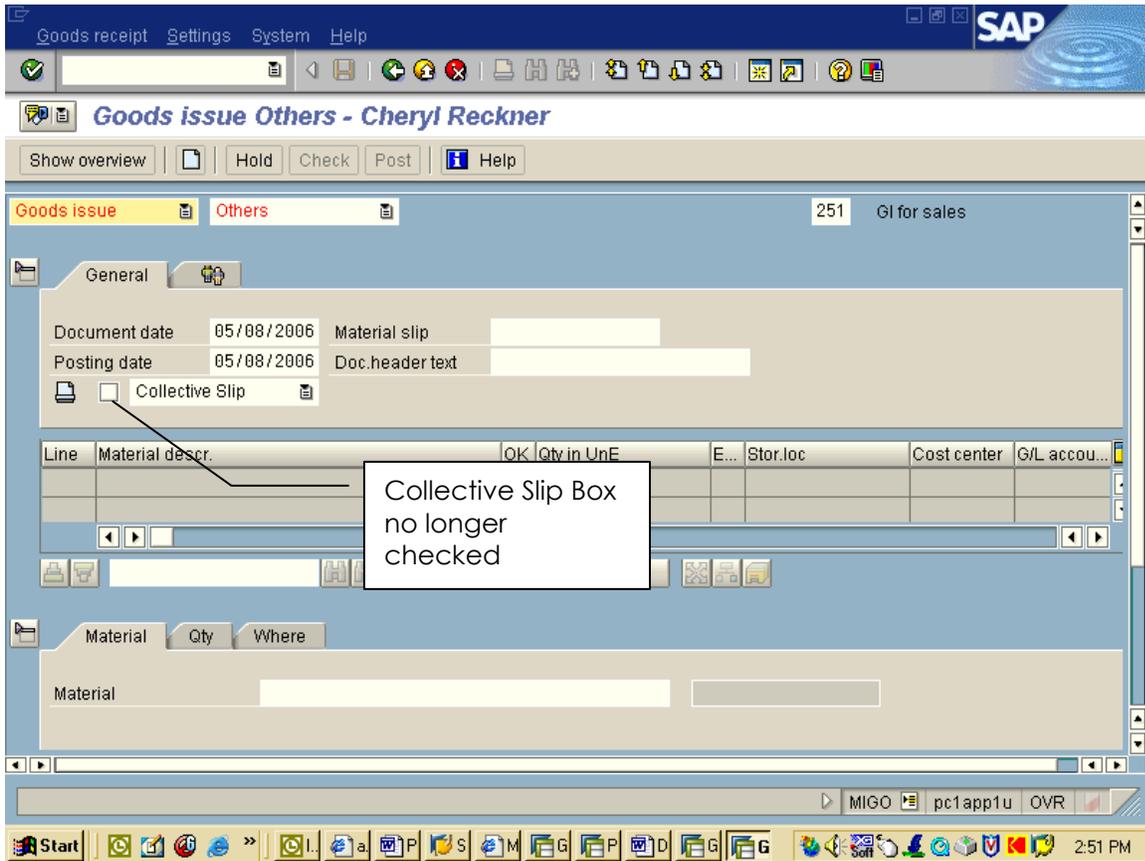


- 5) This is the screen that you will get. Here you will click on the Parameters tab.
- 6) Scroll down till you find NDR.
- 7) Under Parameter value, Delete the X.
- 8) Once you delete the X, Make sure that you Save.
- 9) You will need to complete this screen if you are going to print in ZMMPPS. This Movement will keep your STO's from showing up in MB90.

The screenshot shows the SAP 'Maintain User Profile' interface. At the top, there is a menu bar with 'User', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons, including a 'Save' button highlighted with a callout box. The main area displays user information: User ID 'P00535887', Last changed by 'P00478432' on '09/19/2005' at '16:39:03', and Status 'Saved'. Below this is a tabbed interface with 'Address', 'Defaults', and 'Parameters' tabs. The 'Parameters' tab is active, showing a table of parameters. The table has three columns: 'Parameter ID', 'Parameter value', and 'Short text'. The 'NDR' parameter is highlighted in yellow, and its value 'X' is also highlighted. A callout box points to this 'X' with the text 'NDR and X. You need to delete the X.' The bottom of the screen shows the Windows taskbar with the Start button, several application icons, and the system tray displaying 'SU3', 'pc1app1u', 'OVR', and the time '2:45 PM'.

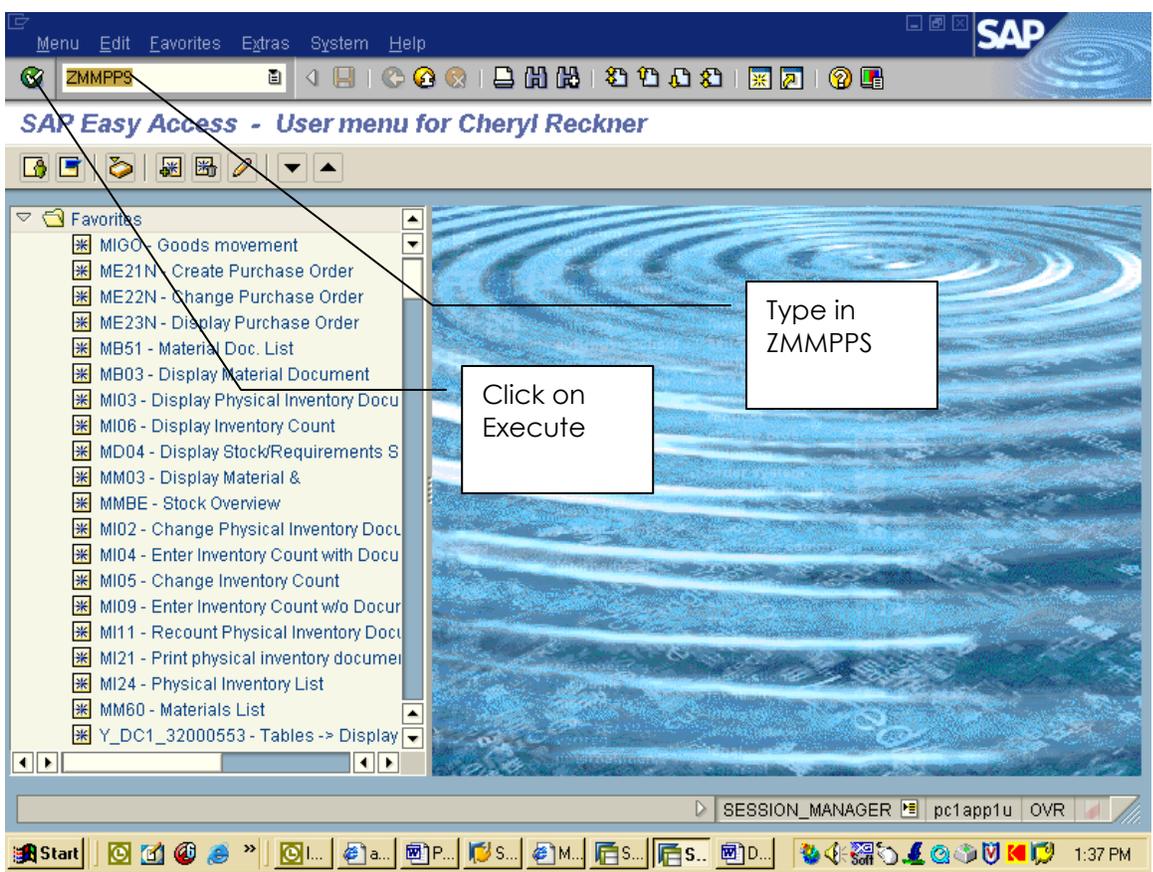
Parameter ID	Parameter value	Short text
LND	US	Country key
MDL	10	Personnel Country Grouping
MOR	10	HR Travel: Travel accounting area
NDR	X	Print via output control in MM - Inventory management
PE1	SAP_000004	Shift Planning: Entry Log
PE5	2	Display All Jobs
PER	535887	Personnel Number (HR)

- 10) Once you save, Go back into MIGO and you will see that your Collective Slip box is no longer checked

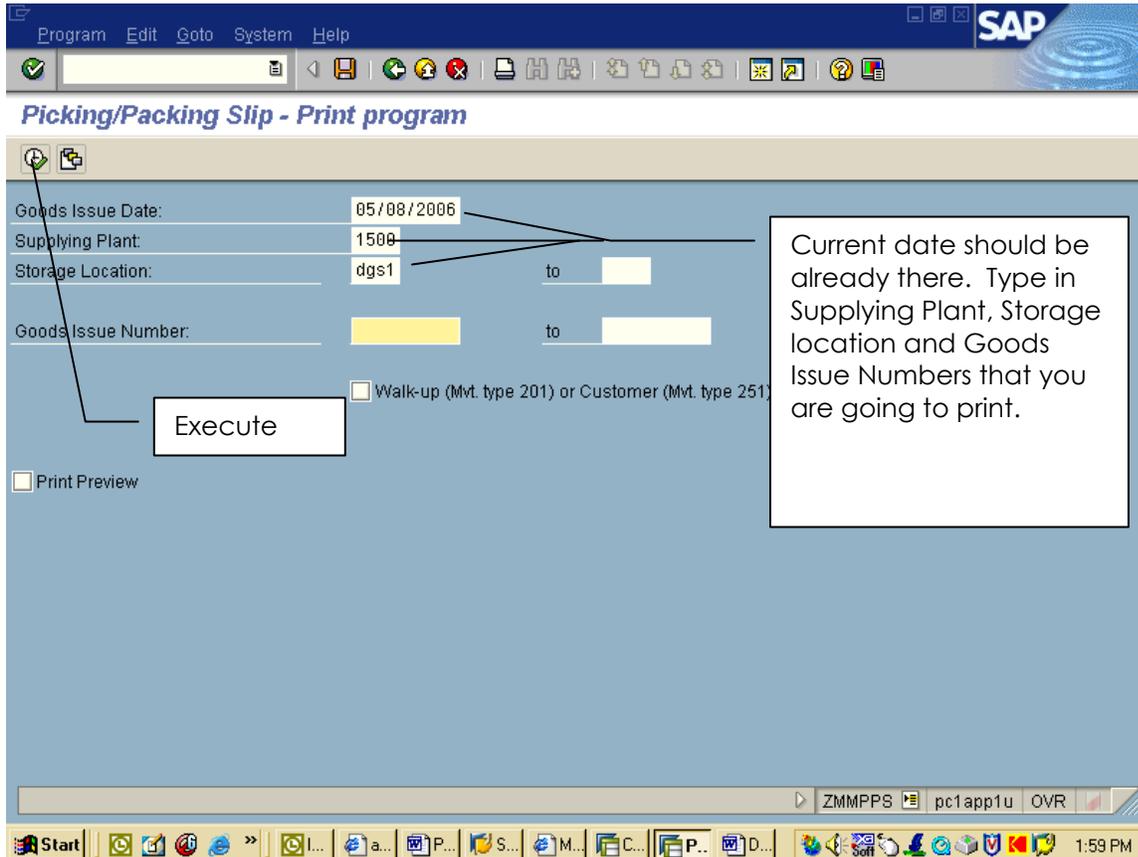


# Print Orders Using ZMMPPS

1) You will need to go to ZMMPPS



- 2) This is the screen you will get.
- 3) The Goods Issue Date will be there( the current date )
- 4) Type in Supplying Plant and Storage Location
- 5) Type in Goods Issue Numbers ( From and To )
- 6) Example: 4500325698 to 4500325705
- 7) Click Execute
- 8) You will get a message at bottom that says "Printing will begin"

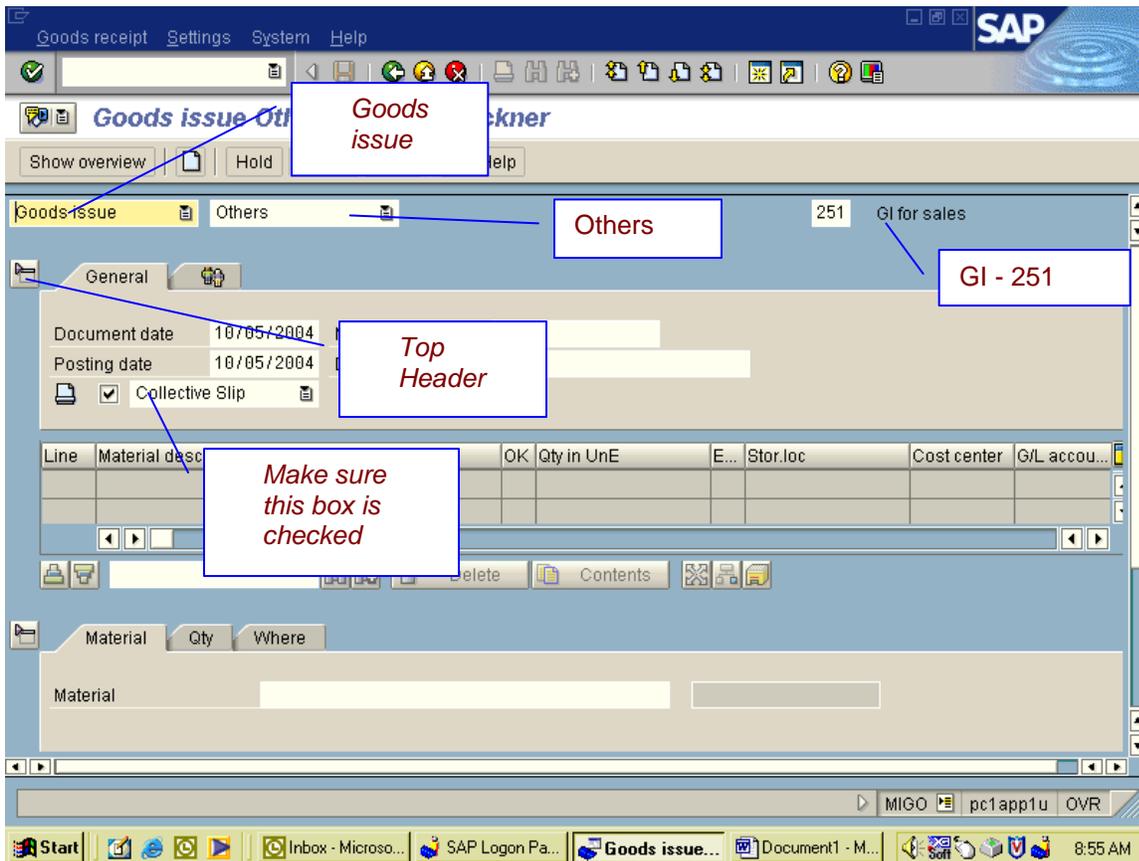


# Hardcopies

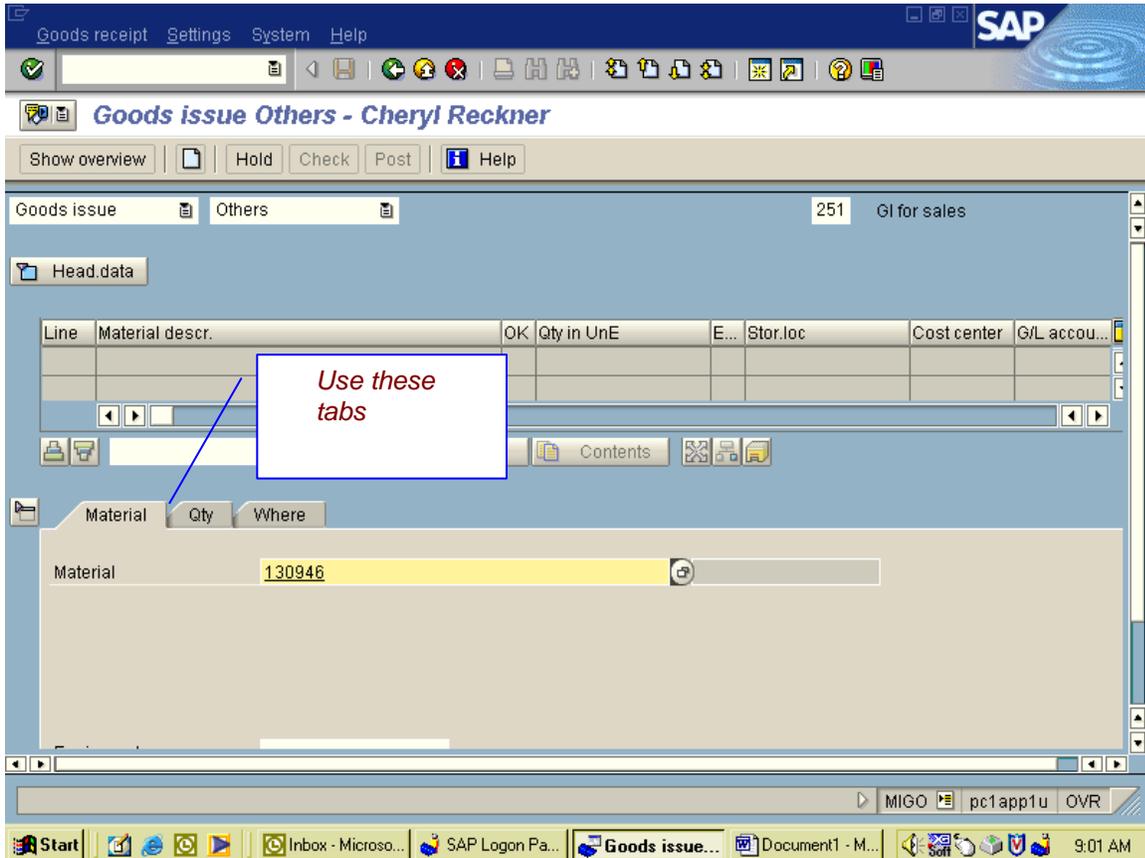
- 1) Type in transaction MIGO.

This is the screen you get.

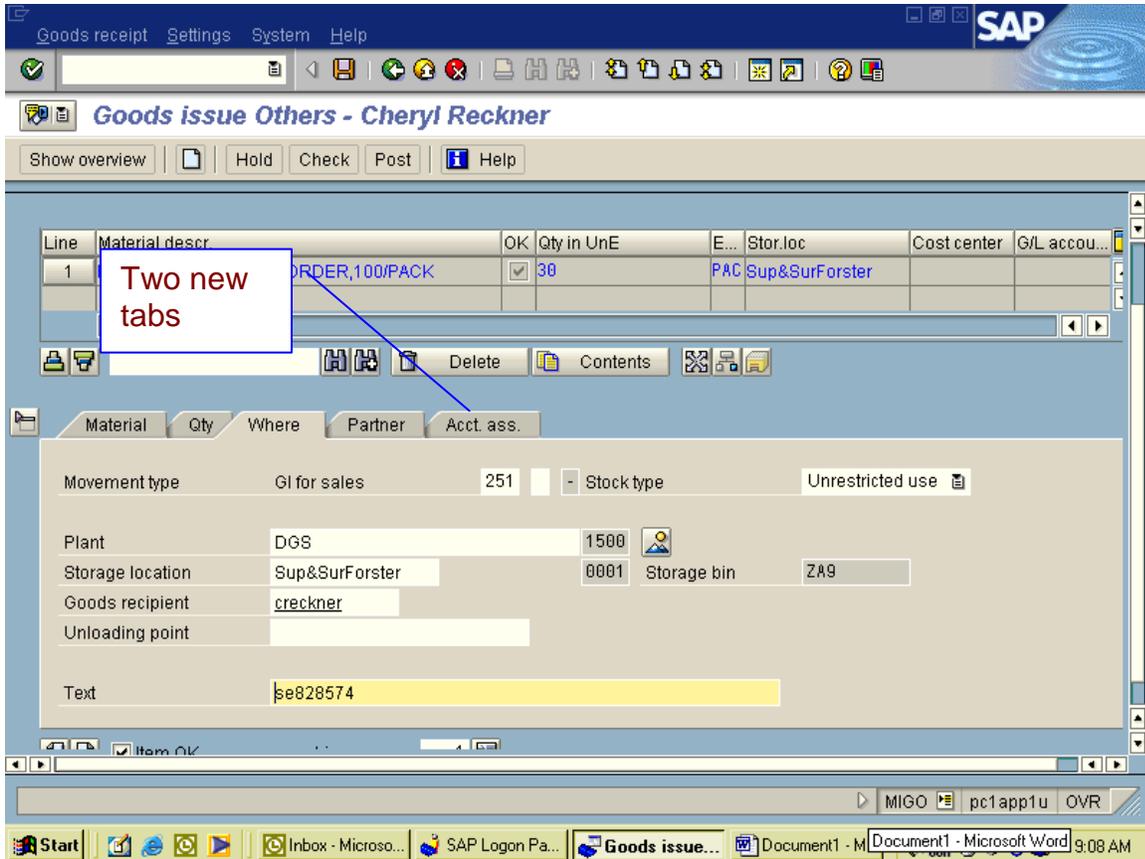
- 2) Make sure that it is a goods issue, others and GI is 251.
- 3) Also open up the Head data and make sure collective slip box is checked.



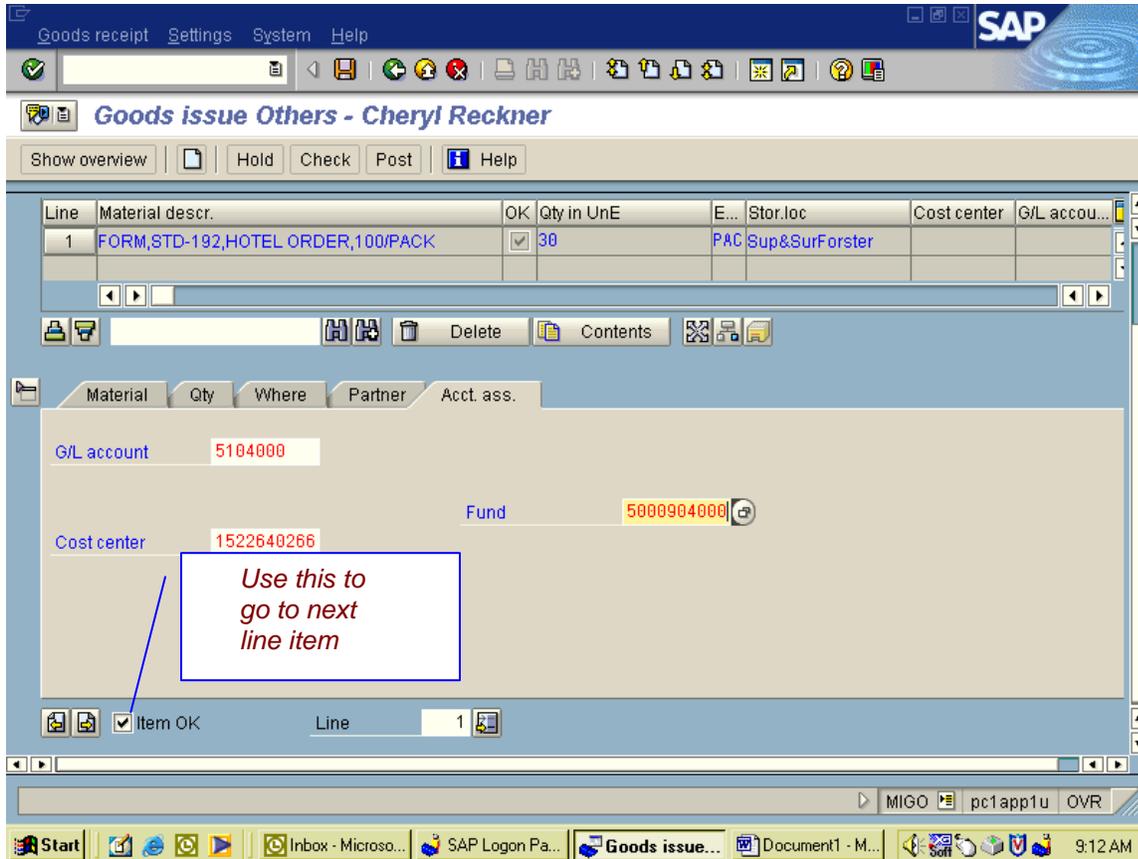
- 4) Close top header and begin to put in information
  - a. Material tab: Enter material number
  - b. Quantity tab: Enter quantity requested
  - c. Where tab: enter plant ( 1500 )  
storage location ( 001 )  
goods rec: ( your name )  
text: old SE number (from STD 174 )



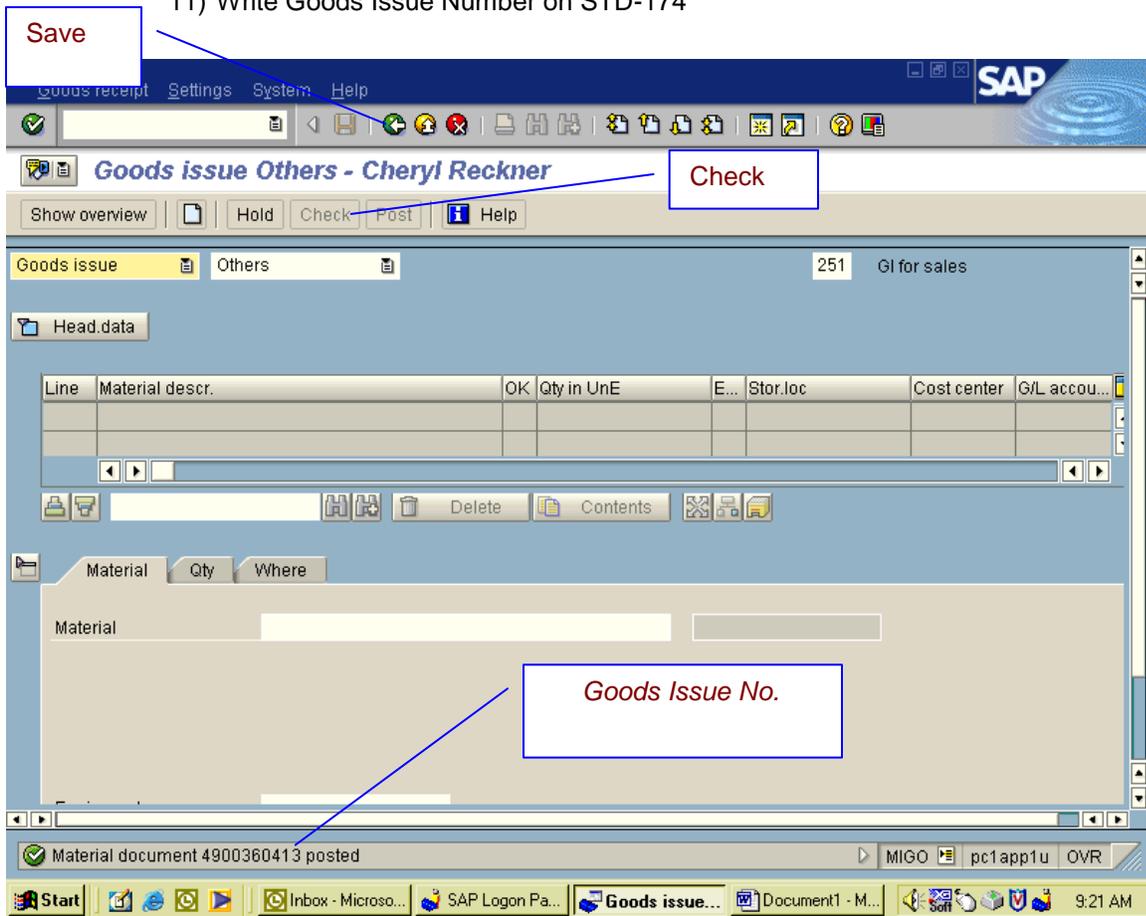
- 5) Hit enter and two new tabs appear
  - d. Partner tab: enter customer number ( you get this from list)
  - e. Account tab: GL – 5104000  
 Cost Center – 1522640266  
 Fund: 5000904001( the 4 changes with the current year )



- 6) If there are more than one material:  
Hit second box on the bottom tool bar, this will change to the next number. And repeat steps starting at Step 2 with Material tab.
- 7) When you have completed putting all information in for each line then you move on to the next step/

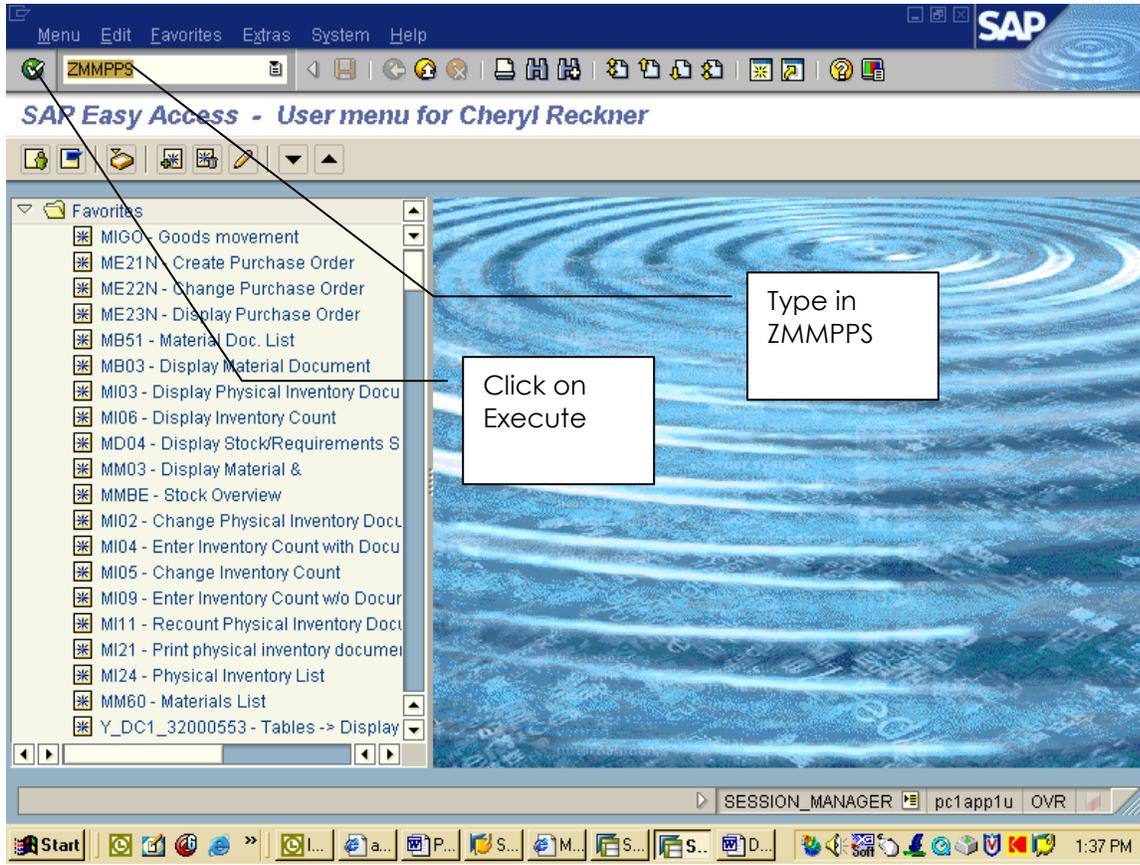


- 8) Click on the Check Icon ( any errors will appear, if there are errors, they must be corrected before saving)
- 9) Click on save (orange disk )
- 10) Goods Issue Number is given on bottom toolbar
- 11) Write Goods Issue Number on STD-174

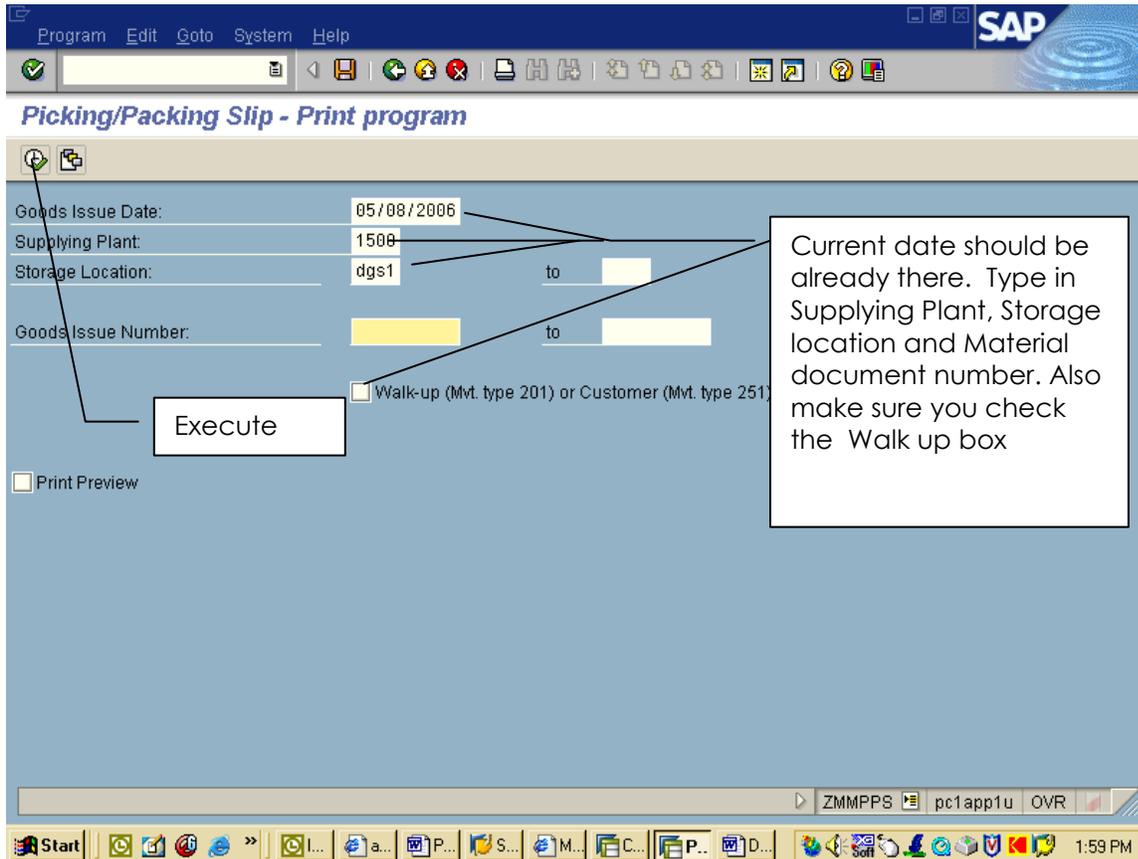


# Print goods Issue in ZMMPPS For Hardcopies

- 1) You will need to go to ZMMPPS



- 2) This is the screen you will get.
- 3) The Goods Issue Date will be there( the current date )
- 4) Type in Supplying Plant and Storage Location
- 5) Type in the Material Document Number
- 6) Make sure you check the Walk up box.
- 7) Click Execute
- 8) You will get a message at bottom that says "Printing will begin"



## Invoicing For Hardcopies

- 1) Type in transaction FB70. This is the screen that you will get.
  - 1) Enter Customer Number
  - 2) Invoice Date
  - 3) Reference (SE Number )
  - 4) Amount
    - i. Add price of all line items
    - ii. Take line items total and add 20% mark up fee (line items total x .20 )
    - iii. The end figure is your total cost
    - iv. Then add \$4.00 processing fee (see attached sample )

The screenshot shows the SAP 'Enter customer invoice' screen for company code COPA. The interface includes a menu bar at the top with options like Document, Edit, Goto, Extras, Settings, Environment, System, and Help. Below the menu bar, there are buttons for Tree on, Company Code, Hold..., Simulate, Park, and Editing options. The main area is divided into tabs: Basic data, Payment, Details, and Notes. The 'Basic data' tab is active, showing the following fields:

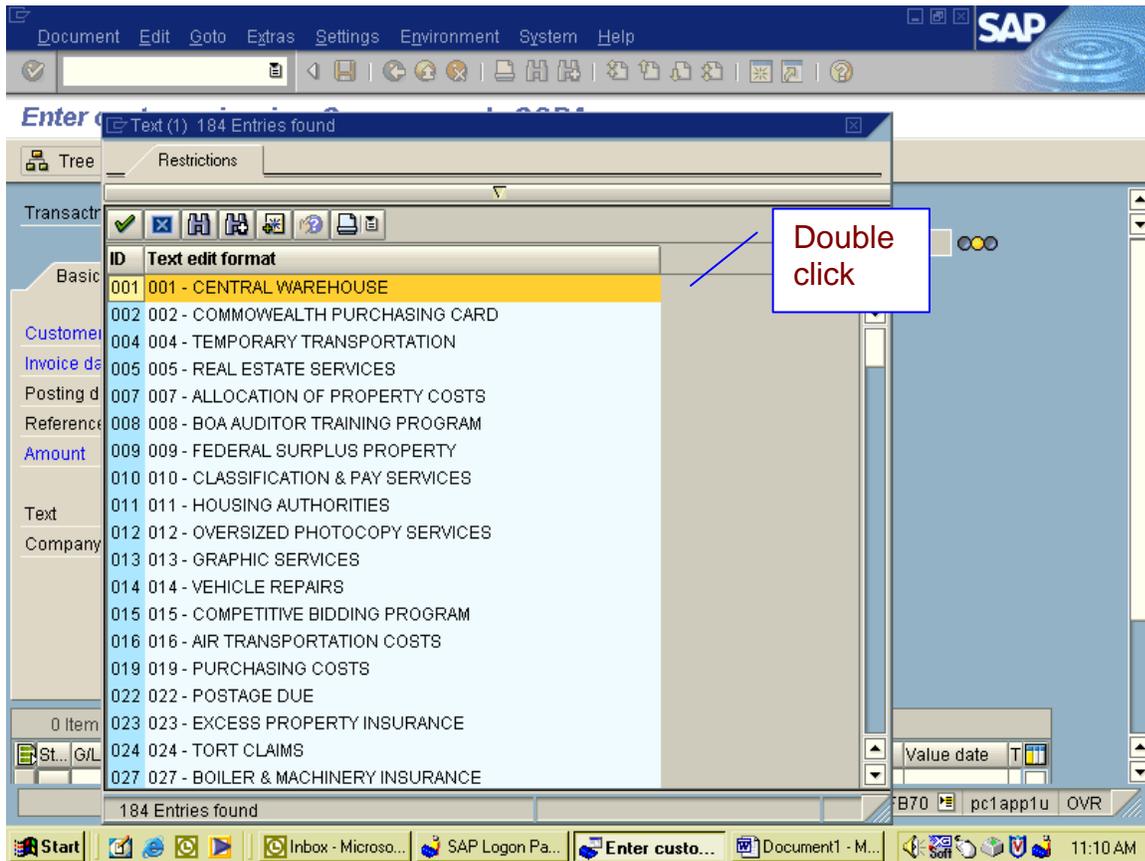
Customer	6000	Sp.G/L
Invoice date	10/05/2004	
Posting date	10/05/2004	
Reference	se828574	
Amount	208.92	USD

Below these fields, there is a 'Text' field with a drop-down arrow, and a 'Company Code' field with the value 'COPA COMMONWEALTH OF PA Harrisburg'. The balance (Bal.) is shown as 0.00. At the bottom, there is a table for '0 Items (AR Data Entry)' with columns for St..., G/L acct, Short text, D/C, Amount in doc.curr., Loc.curr.amount, T., Assignment no., and Value date. The taskbar at the bottom shows the Start button, several open applications (Inbox - Microso..., SAP Logon Pa..., Enter custo..., Document1 - M...), and the system clock showing 11:01 AM.

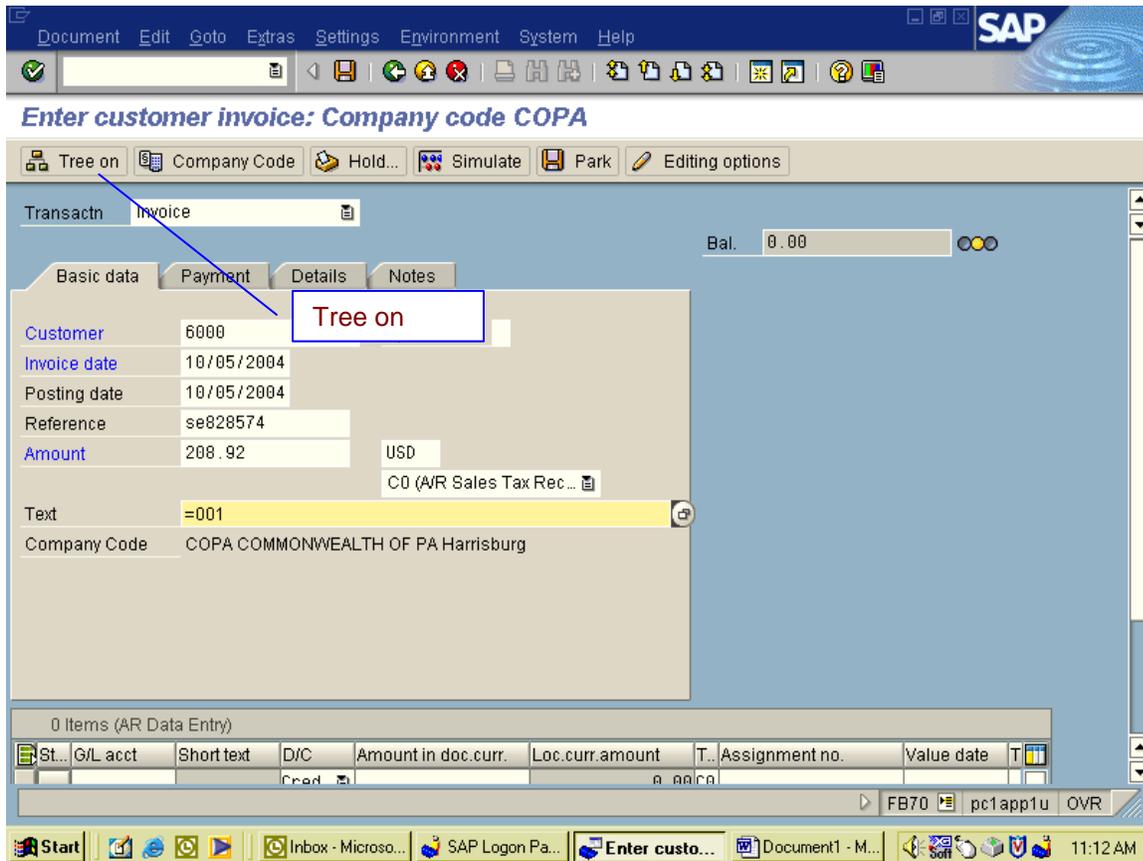
Annotations in the image include:

- A box labeled 'SE Number' pointing to the Reference field.
- A box labeled 'Total' pointing to the Amount field.
- A box labeled 'Customer Number' pointing to the Customer field.
- A box labeled 'Invoice Date' pointing to the Invoice date field.
- A box labeled 'Click on text drop down' pointing to the drop-down arrow in the Text field.

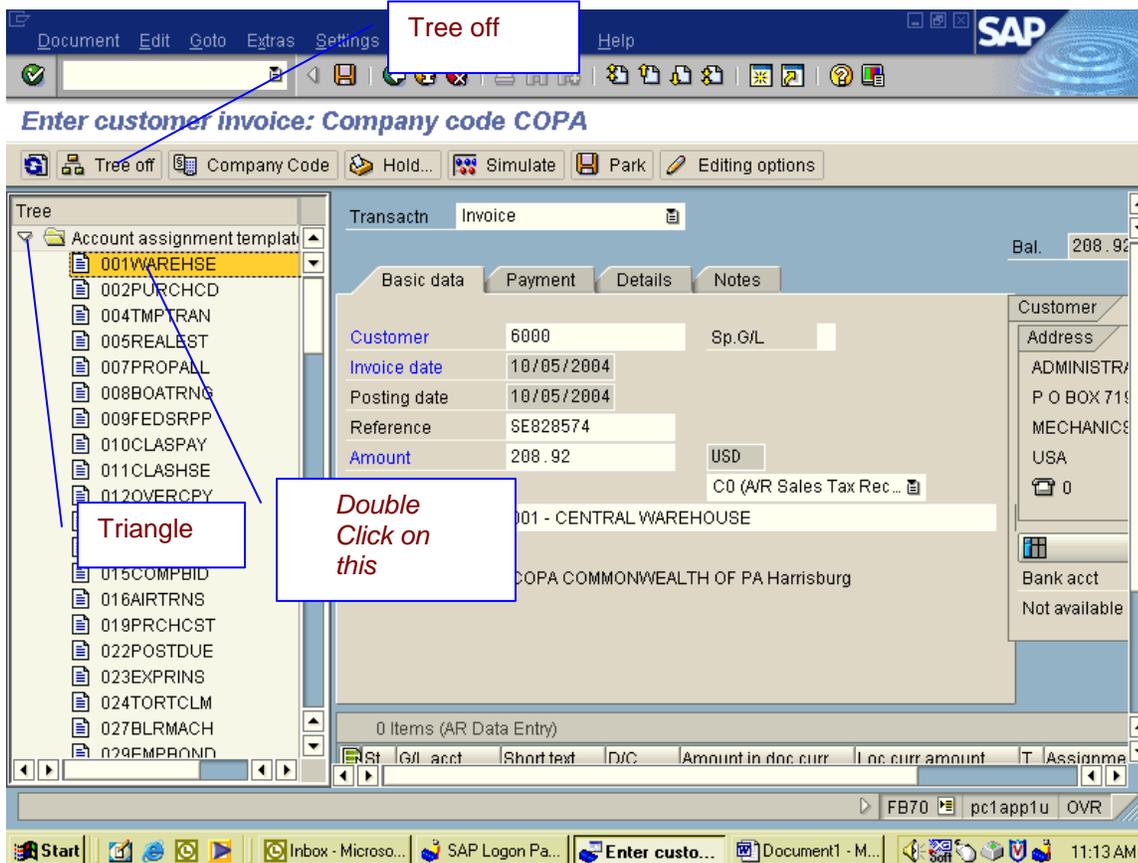
- 2) Click on Text drop down and this is what you get.
- 3) Double click on the first line ( 001 Central Warehouse )



4) This is the screen you get next. Click on Tree on.



- 5) This is the screen you get. Next click on the triangle to drop down. Then double click on 001 warehouse. Next click on Tree off.



- 6) This is your next screen. Put your total amount in the Amount of currency column. Make sure it says credit. Then select save. Your invoice will be on the lower left.

The screenshot shows the SAP 'Enter customer invoice' interface for company code COPA. The 'Basic data' tab is active, displaying fields for Customer, Invoice date, Posting date (10/05/2004), Reference, Amount, Text, and Company Code (COPA COMMONWEALTH OF PA Harrisburg). The currency is set to USD. A table at the bottom shows '0 Items (AR Data Entry)' with columns for St..., G/L acct, Short text, D/C, Amount in doc.curr., Loc.curr.amount, T., Assignment no., and Value date. The table contains three rows, each with 'Cred...' in the D/C column and '0.00' in the Amount in doc.curr. column. A status bar at the bottom indicates 'Document 1800239758 was posted in company code COPA'. The Windows taskbar at the bottom shows the Start button and several open applications, including 'Inbox - Microso...', 'SAP Logon Pa...', 'Enter custo...', and 'Document1 - M...'. The system clock shows 11:21 AM.

**Save**

**Invoice Number**

**Credit**

**Total Amount**

St...	G/L acct	Short text	D/C	Amount in doc.curr.	Loc.curr.amount	T.	Assignment no.	Value date	T
			Cred...	0.00	0.00	C0			
			Cred...	0.00	0.00	C0			
			Cred...	0.00	0.00	C0			

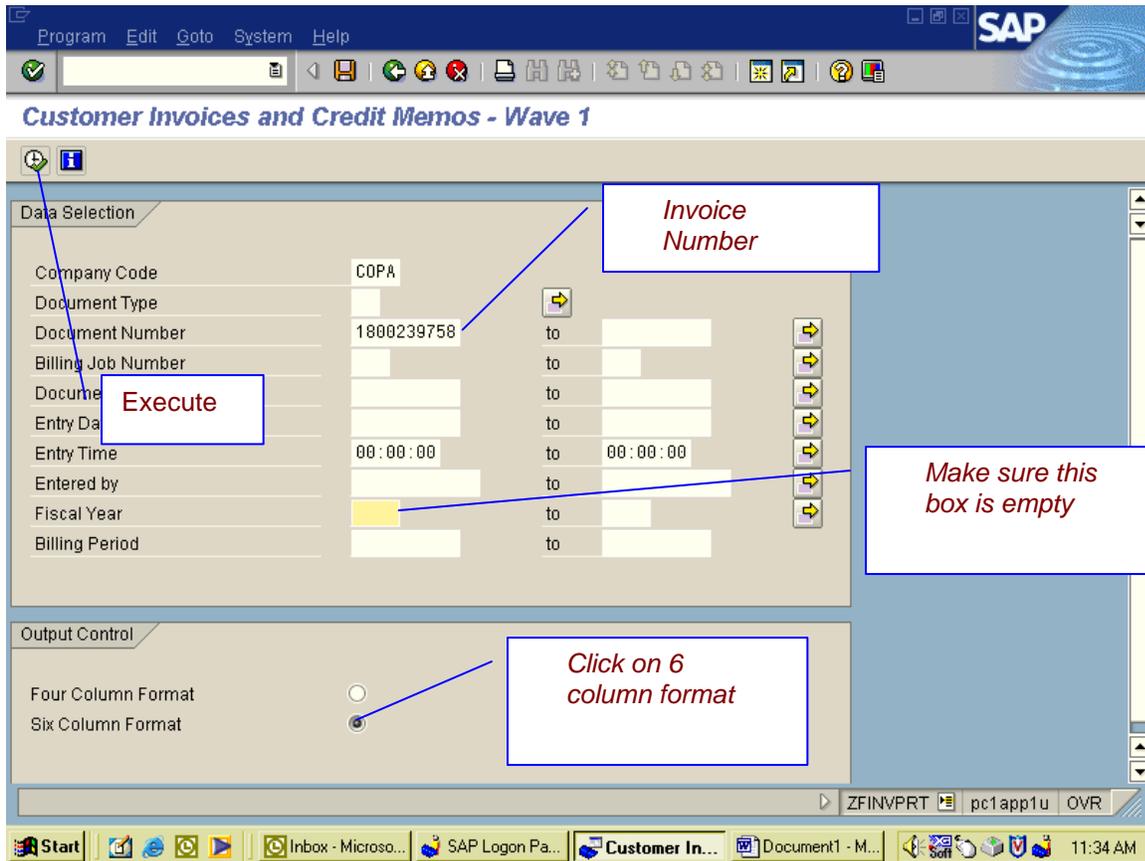
Document 1800239758 was posted in company code COPA

FB70 pc1 app1 u OVR

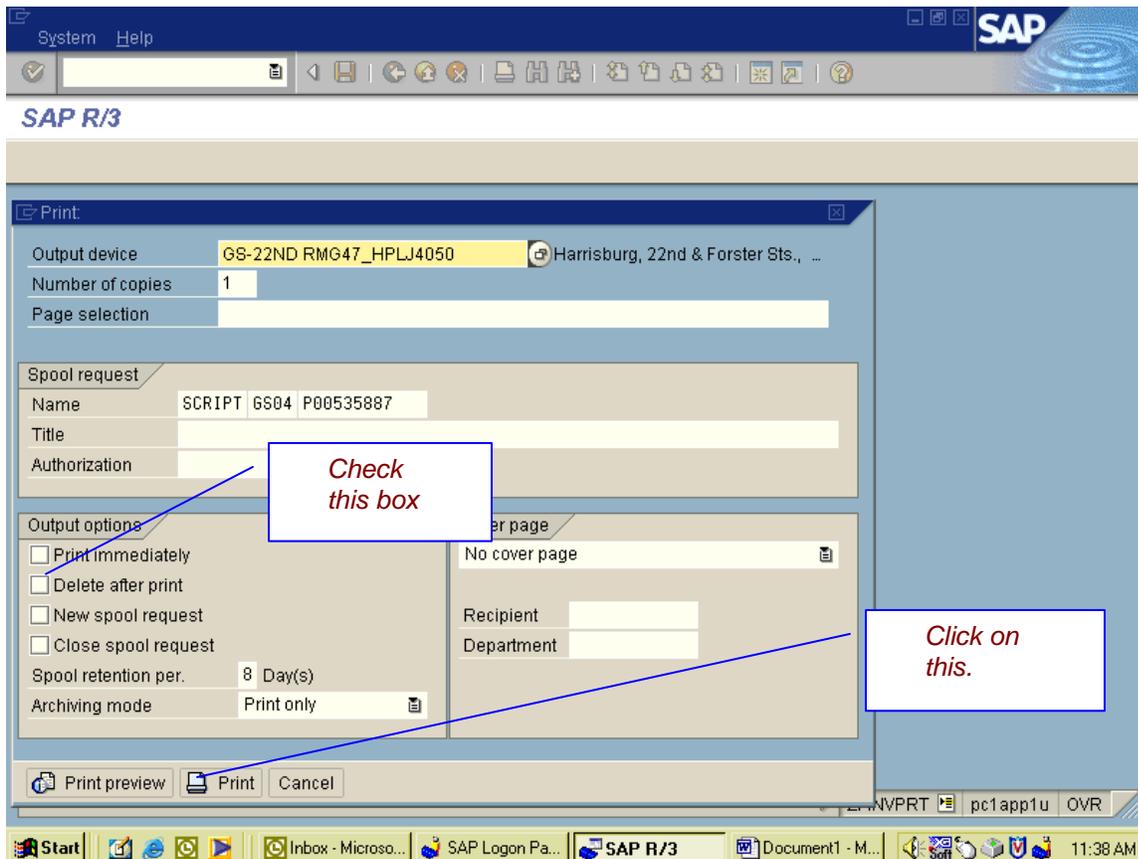
11:21 AM

# Invoice Printing

- 1) Type in transaction ZFINVPRT. This is the screen you get.
- 2) Type in your Document number ( Invoice Number – 1800239758)
- 3) Take out the 2004
- 4) Click on Six Column Format
- 5) Execute with the clock

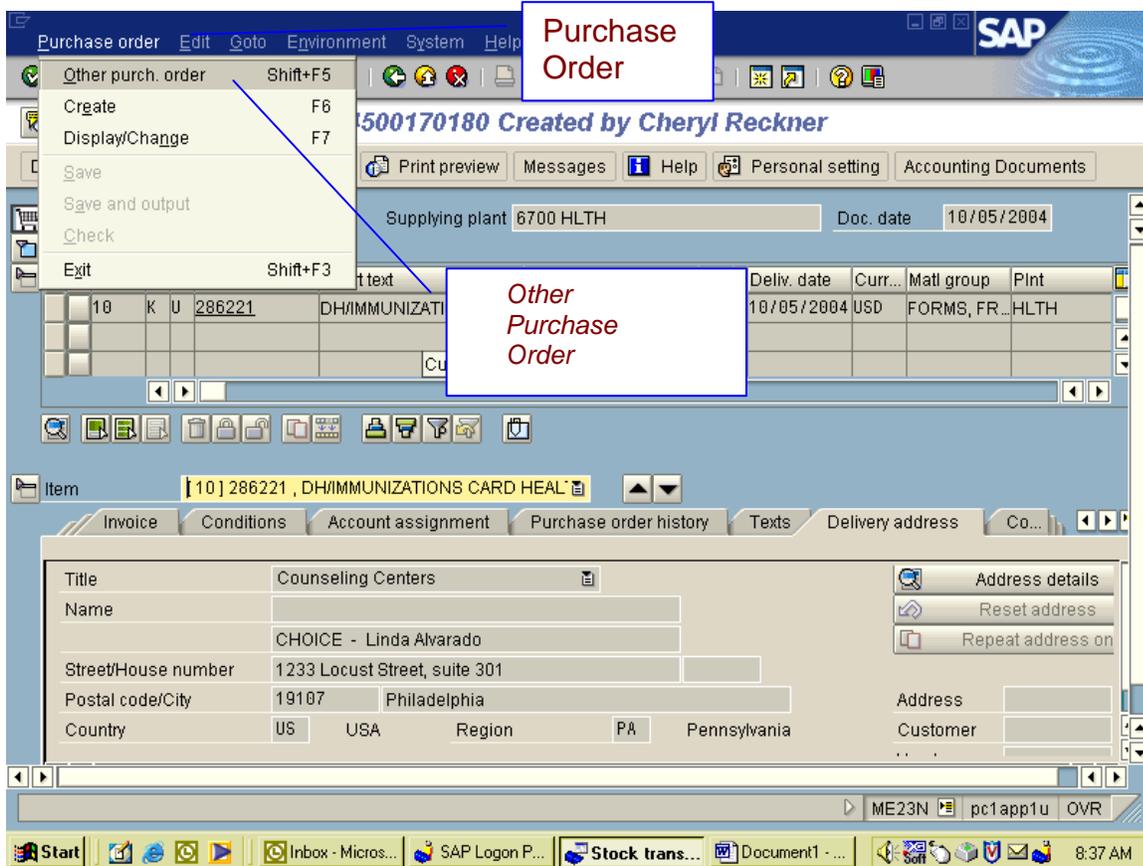


- 6) This is the screen you get.
- 7) Click on Print Immediately and then on Print.
- 8) Attach a copy for entire packet, which should include the following:
  - i. Original Invoice
  - ii. Copy of STD-174
  - iii. Copy of Goods Issue Slip
- 9) Send packet to Agency's Comptroller Office for further processing



## Credits/Stock Denials/Returns

- 1) Type in transaction ME23n and click enter.
- 2) This is the screen that you get. Here you will do the drop down for Purchase Order, select other purchase order.



3) Type in your STO number and click on other document.

The screenshot shows the SAP Stock transport order (STO) interface. The title bar reads "Stock transport ord. 4500170180 Created by Cheryl Reckner". The main window displays the document overview for the STO, including the supplying plant (6700 HLTH) and document date (10/05/2004). A "Select Document" dialog box is open, showing the STO number "4500170180" and options for "Pur. order" and "Purch. requisition". A callout box labeled "STO number" points to the input field. Another callout box labeled "Click on other documents" points to the "Other document" button. The main window also shows a table of items and a table of transactions.

S...	MvT	Material do...	Item	Posting date	Σ	Amount	OU	Σ	Quantity	L.cur	Or...	Reference	Σ
GR	101	5000658919	1	10/06/2004		0.00	EA		500	USD	EA		
<b>Tr./ev. Goods receipt</b>						<b>0.00</b>	<b>EA</b>		<b>500</b>	<b>USD</b>			
GI	351	4900360688	1	10/05/2004			EA		500	USD			
<b>Tr./ev. Goods issue</b>							<b>EA</b>		<b>500</b>				

- 4) This is the screen that you will get. Here you will have to check your Purchase Order History tab to see what movements you will have to do.
- 5) In this example, the PO History shows that a 101 and a 351 has been done. You will have to do a 102 and 352 to do your credit.

**Stock transport ord. 4500170140 Created by Cheryl Reckner**

Document overview on | Print preview | Messages | Help | Personal setting | Accounting Documents

Stock transport ord. | Supplying plant 6700 HLTH | Doc. date 10/05/2004

**Header**

S. Item	A	I	Material	Short text	PO quantity	O...	C Deliv. date	Curr...	Matl group	Plnt
10	K	U	286476	DH/YOUNG PEOPLE DR...	23	EA	10/05/2004	USD	FORMS, FR...	HLTH
20	K	U	286479	DH/YOUTH UNDERAGE ...	23	EA				HLTH
30	K	U	286450	DH/ULCERS KNOW FA...	23	EA				HLTH

**Item** [10] 286476, DH/YOUNG PEOPLE DRUGS ACT

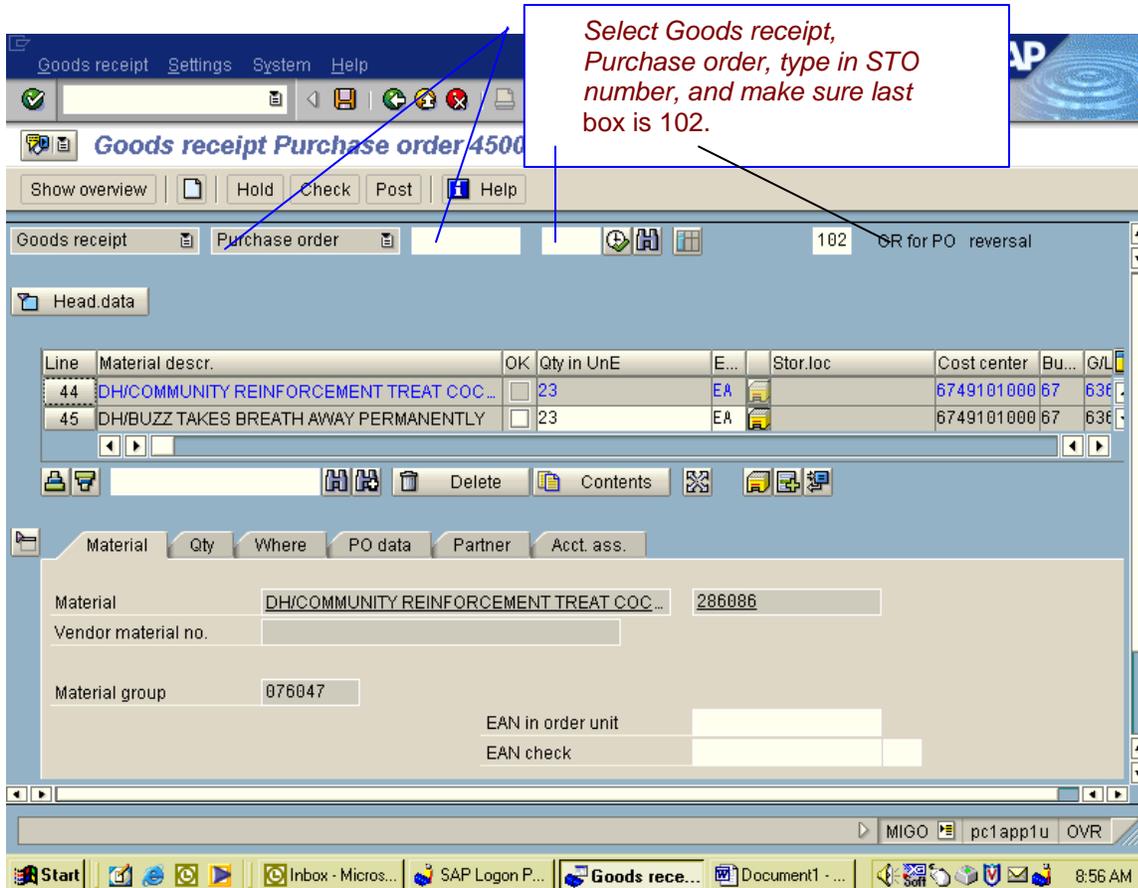
Invoice | Conditions | Account assignment | **Purchase order history** | Texts | Delivery address | Co...

S...	MvT	Material do...	Item	Posting date	Σ	Am	Quantity	L.cur	Or...	Reference	Σ
GR	101	5000658917	1	10/06/2004			23	USD	EA		
<b>Tr./ev. Goods receipt</b>						<b>0.00 EA</b>	<b>23 USD</b>				
GI	351	4900366686	14	10/05/2004			23	USD			
<b>Tr./ev. Goods issue</b>						<b>EA</b>	<b>23 USD</b>				

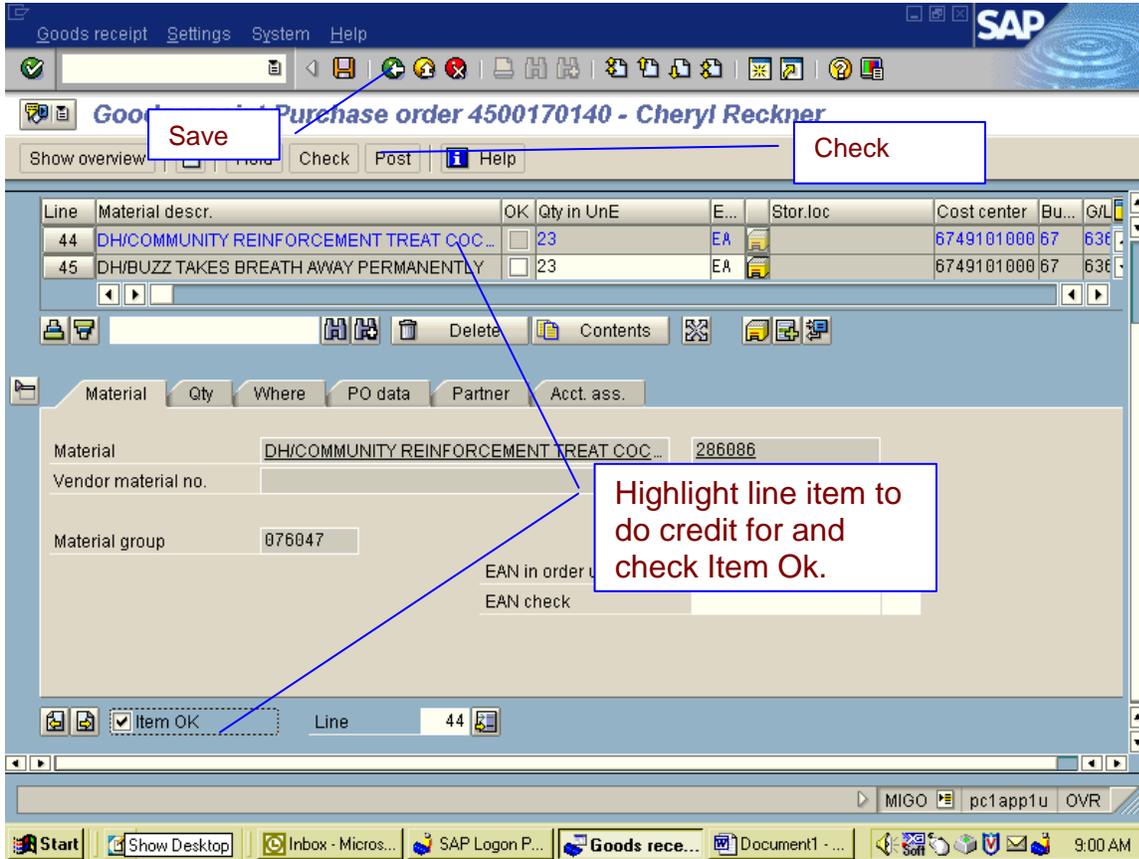
ME23N | pc1app1u | OVR

Start | Inboxes - Micros... | SAP Logon P... | Stock trans... | Document1 - ... | 8:42 AM

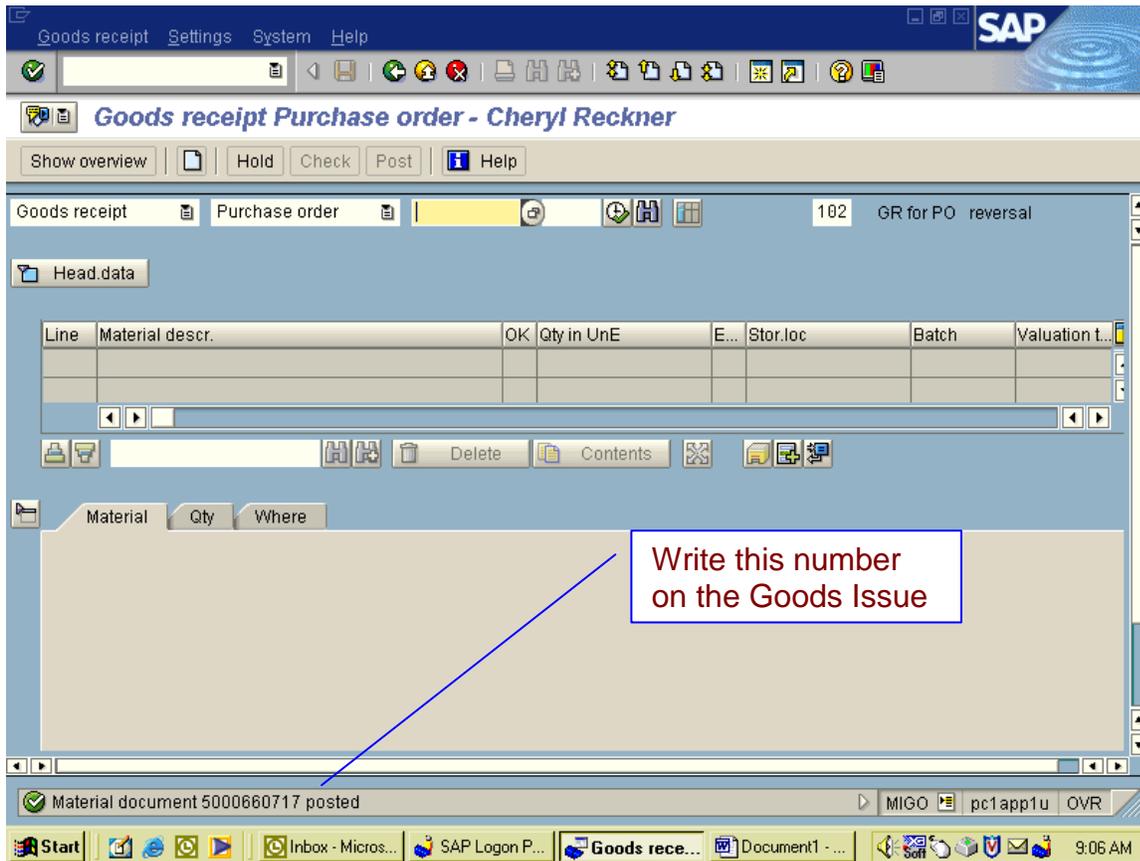
- 6) Type in transaction MIGO and click on execute.
- 7) This is the screen that you will get. Here you will do the drop downs and select Goods receipt, Purchase order, type in your STO number and make sure that the last box is a 102.
- 8) Once that is done you click on execute and you will get all information on that STO. Scroll through the Line items until you find the one you are doing a credit for,



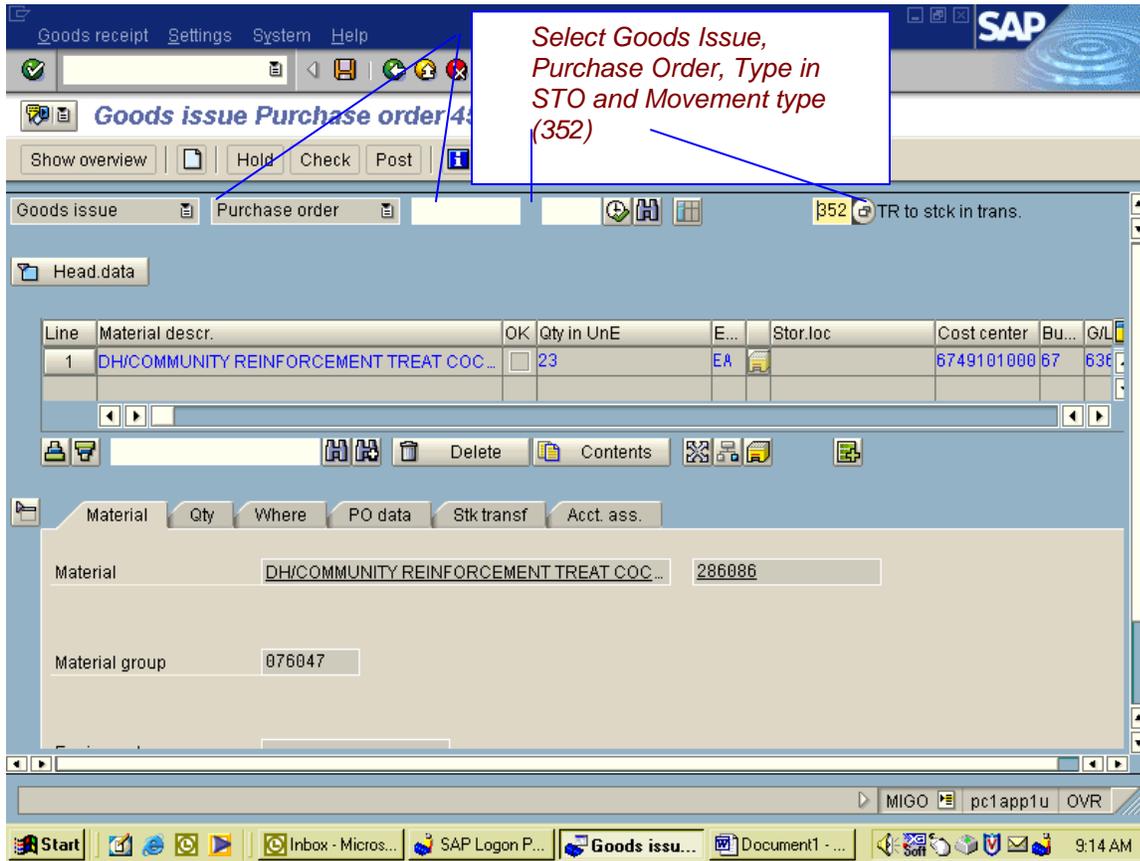
- 9) Here you will Highlight the line item that you are doing the credit for. Then you will check item OK at bottom left. If there are multiple lines do this step for each line. (Only lines that you are doing a credit for).
- 10) Select Check, if there are no errors you will receive a document OK message at bottom left, if there are errors you will get a message and must be corrected before continuing. Then, click on Save.



- 11) This is the screen you get. This will give you your 102 posting number. You will write corresponding number on that Goods Issue Slip. ( 102-than the number ).



- 12) Goods Issue, Purchase Order, STO number, and movement 352. Click on execute and then Execute again on blue pop up box.
- 13) Once you input all that information this the screen you will get.



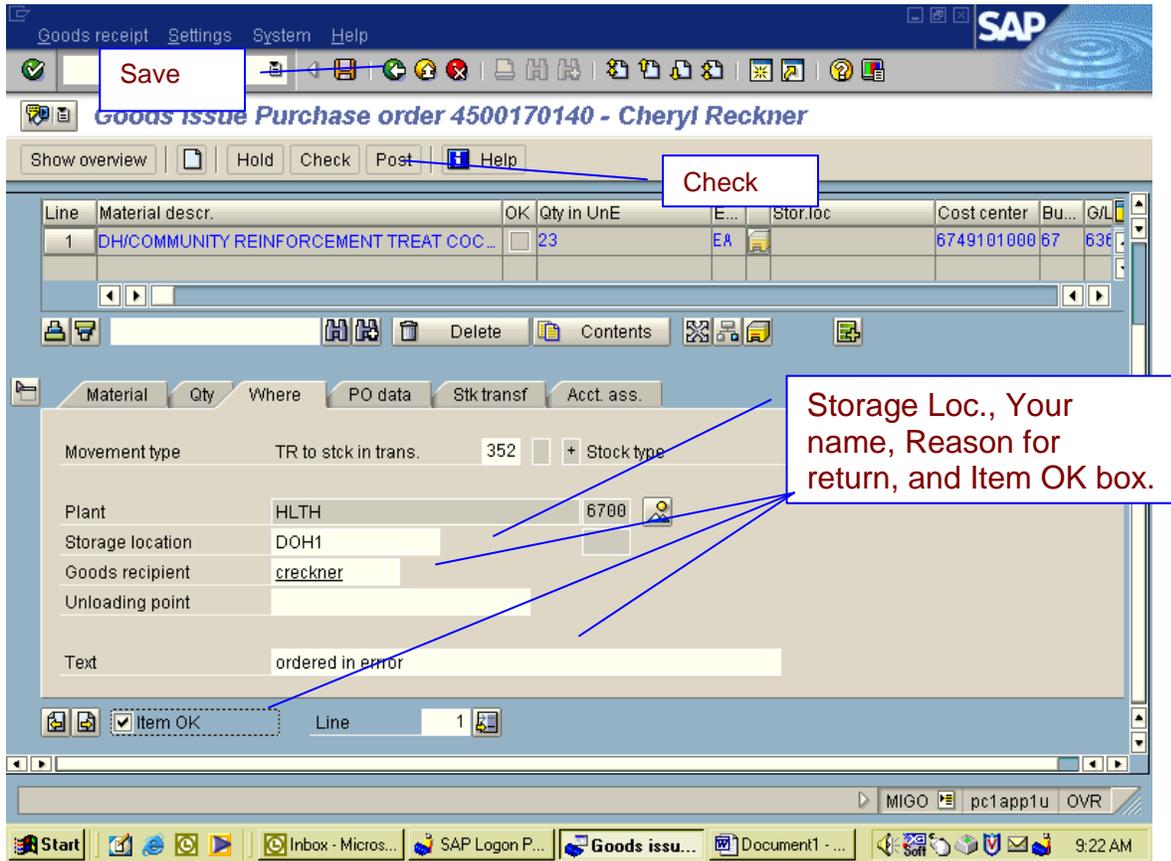
14) Select the Quantity Tab. Here you will put in the amount that you are putting back in stock. Example: If you have 20 and 2 are coming back then you put in 2.

The screenshot shows the SAP Goods issue interface for Purchase order 4500170140. The 'Quantity' tab is selected, and the 'Qty in unit of entry' field is set to 23. A callout box points to this field with the text 'Enter quantity that you are putting back in stock'. The interface also shows a table with the following data:

Line	Material descr.	OK	Qty in UnE	E...	Stor.loc	Cost center	Bu...	G/L
1	DH/COMMUNITY REINFORCEMENT TREAT COC...	<input type="checkbox"/>	23	EA		6749101000	67	63E

The 'Quantity' tab is active, and the 'Qty in unit of entry' field is set to 23. The 'Qty in SKU' field is also set to 23. The 'E...' field is set to EA. The 'Stor.loc' field is empty. The 'Cost center' field is 6749101000. The 'Bu...' field is 67. The 'G/L' field is 63E.

- 15) Where Tab – you will enter the Storage location, your name, and reason for return and click Item OK box.
- 16) Select the check, and than save.



17) Write the corresponding number on the Goods Issue Slip. (352 – and then the number ).

The screenshot shows the SAP 'Goods issue Purchase order' interface for user Cheryl Reckner. The window title is 'Goods issue Purchase order - Cheryl Reckner'. The main area displays a table with columns: Line, Material descr., OK, Qty in UnE, E..., Stor.loc, Batch, and Valuation t... The table is currently empty. A callout box with a blue border and red text points to the table area, containing the text: 'Write this number on the Goods Issue slip (352)'. The status bar at the bottom indicates 'Material document 4900361487 posted' and 'MIGO pc1 app1 u OVR'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 9:27 AM.

- 18) Type in transaction ME22n and execute.
- 19) This is the screen you get. Here is where you will make your changes. If you are going to change quantity, find the line to change and click in that box. Change quantity and save.
- 20) If you are going to trashcan a line, you highlight the line you are going to trash, and click on trashcan. You will get a blue pop up box asking if you if you want to do this, click yes

The screenshot shows the SAP Stock transport order (ME22N) interface. The title bar indicates 'Purchase order Edit Goto Environment System Help' and the SAP logo. The main window title is 'Stock transport ord. 4500170140 Created by Cheryl Reckner'. The document overview shows 'Document overview on' and 'Messages Help Personal'. The header information includes 'Stock transport ord. 4500170140' and 'Supplying plant 6700 HLTH'. The main table lists three items:

S...	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Cur	
	430	K	U	286084	DH/COMMUNITY DRUG ...	23	EA	D	10/05/2004	USD	FORMS, FR...HLTH
	440	K	U	286086	DH/COMMUNITY REINF ...	19	EA	D	10/05/2004	USD	FORMS, FR...HLTH
	450	K	U	286046	DH/BUZZ TAKES BREAT...	23	EA	D	10/05/2004	USD	FORMS, FR...HLTH

Below the main table, there is a 'Trashcan' icon and a 'Default values' button. The 'Item' section shows 'PEOPLE DRUGS A...'. The 'Delivery schedule' section shows a table with columns: S..., MvT, Material do..., Item, Posting date, z, Amount, OUn, z, Quantity, L.cur, Or..., Reference, z.

S...	MvT	Material do...	Item	Posting date	z	Amount	OUn	z	Quantity	L.cur	Or...	Reference	z
GR	101	5000658917	1	10/06/2004		0.00	EA		23	USD	EA		
<b>Tr./ev. Goods receipt</b>						<b>0.00</b>	<b>EA</b>		<b>23</b>	<b>USD</b>			
GI	351	4900360686	14	10/05/2004			EA		23	USD			
<b>Tr./ev. Goods issue</b>							<b>EA</b>		<b>23</b>	<b>USD</b>			

The bottom status bar shows 'ME22N pc1app1u OVR'. The Windows taskbar at the bottom includes 'Start', 'Inbox - Microso...', 'SAP Logon Pa...', 'Stock trans...', 'CREDITS - Mic...', and the system clock '12:28 PM'.

- 21) Click on save.
- 22) Click on save on blue pop up box.

The screenshot shows the SAP Stock transport order creation screen. The title bar reads "Purchase order Edit Goto Environment System Help" and the SAP logo is in the top right. The main window title is "Stock transport ord. 4500170140 Create". Below the title bar, there are several toolbars and a header section. The header section contains fields for "Stock transport ord.", "4500170140", "Supplying plant", "670", and "Doc. date", "10/05/2004".

Two callout boxes provide instructions:

- A blue box with red text says "Click on this save first" and points to the "Save" button in the "Delivery schedule" section.
- A white box with red text says "Click on this save next" and points to the "Save" button in a blue pop-up dialog box.

The "Delivery schedule" section contains a table with the following data:

S...	MvT	Material do...	Item	Posting date	Σ	Amount	OU	Σ	Quantity	L.cur	Or...	Reference	Σ
GR	101	5000658917	1	10/06/2004		0.00	EA		23	USD	EA		
<b>Tr./ev. Goods receipt</b>						<b>0.00</b>	<b>EA</b>		<b>23</b>	<b>USD</b>			
GI	351	4900360686	14	10/05/2004			EA		23	USD			
<b>Tr./ev. Goods issue</b>							<b>EA</b>		<b>23</b>				

The bottom of the screen shows the Windows taskbar with the Start button, several application icons, and the system clock showing 12:32 PM.

23) Then you will get a message that your STO has been changed.

The screenshot shows the SAP Stock Transport Order (STO) interface. At the top, the title bar reads "Stock transport ord. 4500170140 Created by Cheryl Reckner". Below this, the document overview shows "Document overview on" and "Print preview" options. The main header area displays "Stock transport ord." and "Supplying plant 6700 HLTH" with a document date of "10/05/2004".

The "Header" section contains a table with the following data:

S...	Item	A	I	Material	Short text	PO quantity	O...	Deliv. date	Curr...	Matl group	Plnt
	430	K	U	286084	DH/COMMUNITY DRUG ...	23	EA	10/05/2004	USD	FORMS, FR...	HLTH
	440	K	U	286086	DH/COMMUNITY REINF ...	19	EA	10/05/2004	USD	FORMS, FR...	HLTH
	450	K	U	286046	DH/BUZZ TAKES BREAT ...	23	EA	10/05/2004	USD	FORMS, FR...	HLTH

The "Item" section is currently displaying the "Delivery schedule" tab for item "[10] 286476, DH/YOUNG PEOPLE DRUGS ACT". Below this, a table shows transaction details:

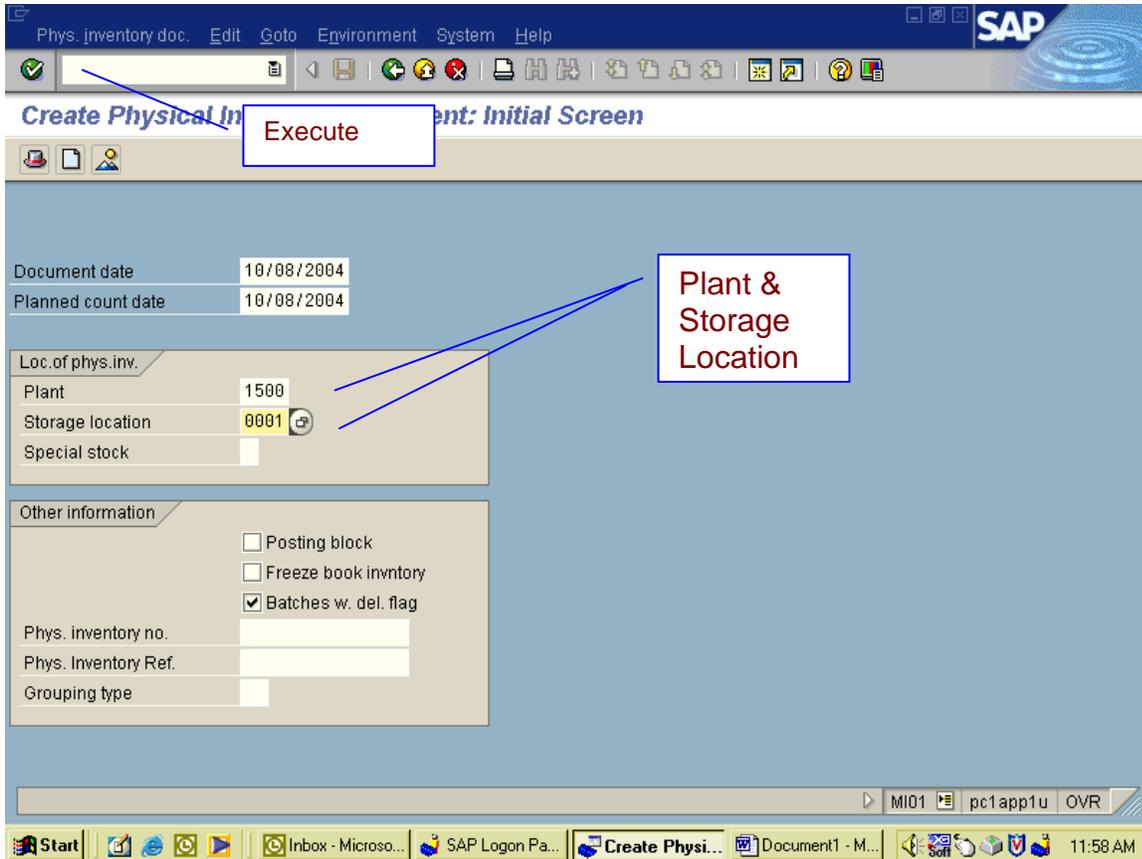
S...	MvT	Material do...	Item	Posting date	Σ	Quantity	L.cur	Or...	Reference	Σ
GR	101	5000658917	1	10/06/2004		23	USD	EA		
<b>Tr./ev. Goods receipt</b>						<b>23</b>	<b>USD</b>			
GI	351	4900360686	14	10/05/2004		23	USD			
<b>Tr./ev. Goods issue</b>						<b>23</b>	<b>USD</b>			

A blue box with the text "STO has been changed" is overlaid on the table, with a blue arrow pointing to the "Tr./ev. Goods receipt" row. At the bottom of the window, a status bar displays the message "Stock transport ord. 4500170140 changed". The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Micros..., SAP Logon P..., Stock trans..., CREDITS - Mi...), and the system clock showing 12:34 PM.

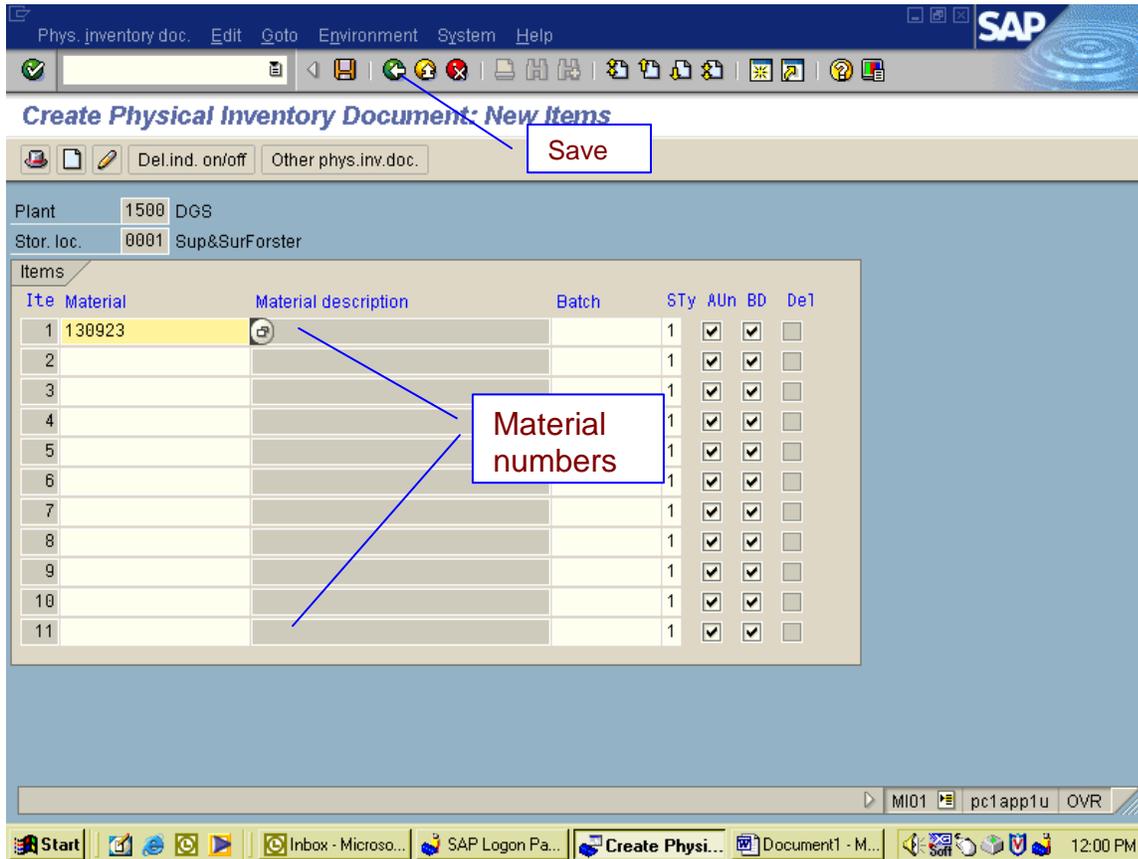
# Inventory Transactions

## Create Inventory Document

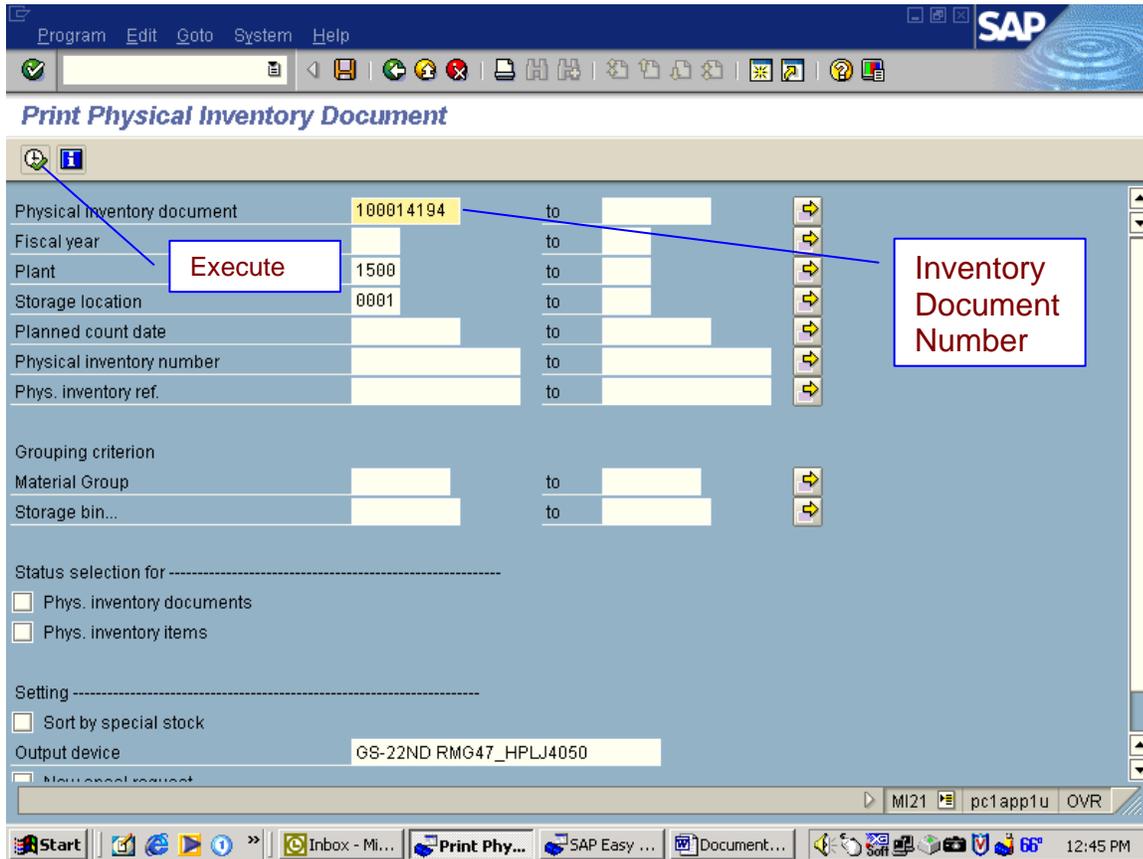
- 1) Type in transaction Mi01 and execute.
- 2) This is the screen that you will get. Here you want to type in your Plant number and Storage Location. Then click on execute.



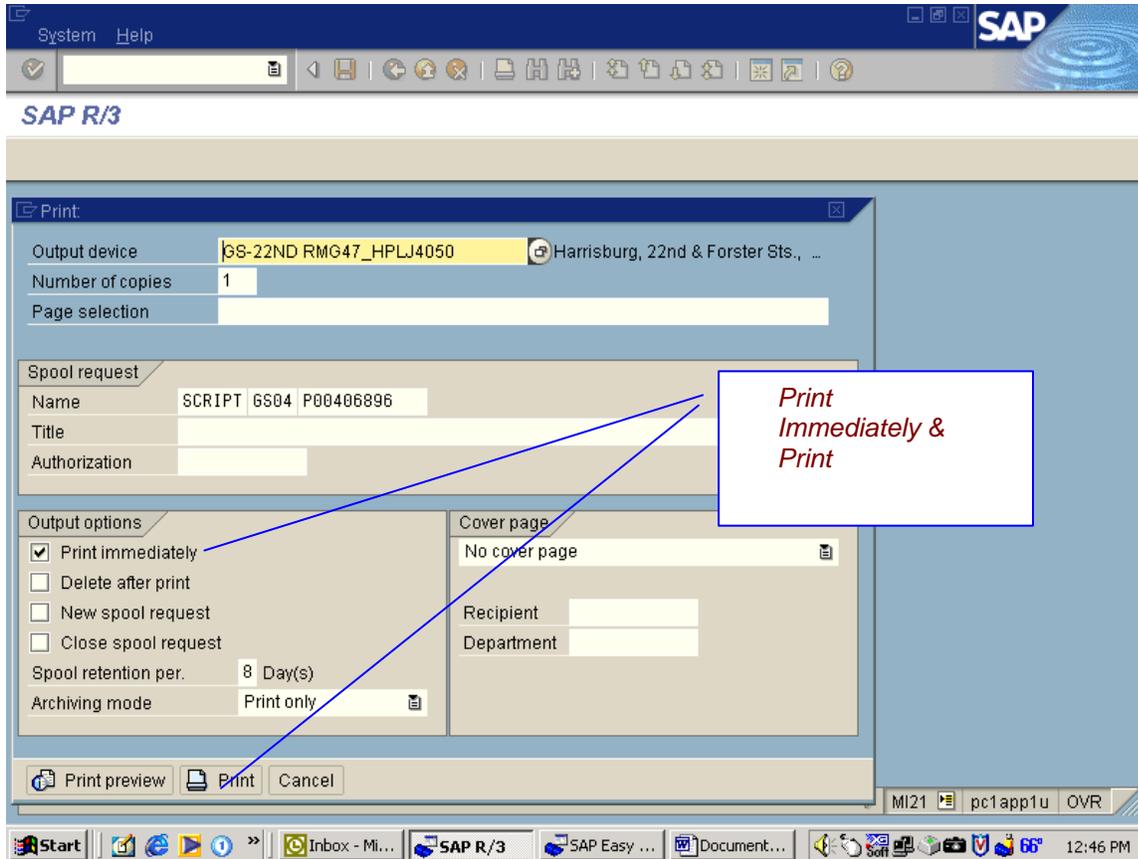
- 3) This is the screen that you will get.
- 4) Here you will enter the Material Numbers that you are going to count and click on Save. You will get an Inventory Document Number. Write this down for reference.



- 5) Type in transaction MI21 and execute.
- 6) This is the screen that you get. Input your Inventory Document number and click on execute with the clock.

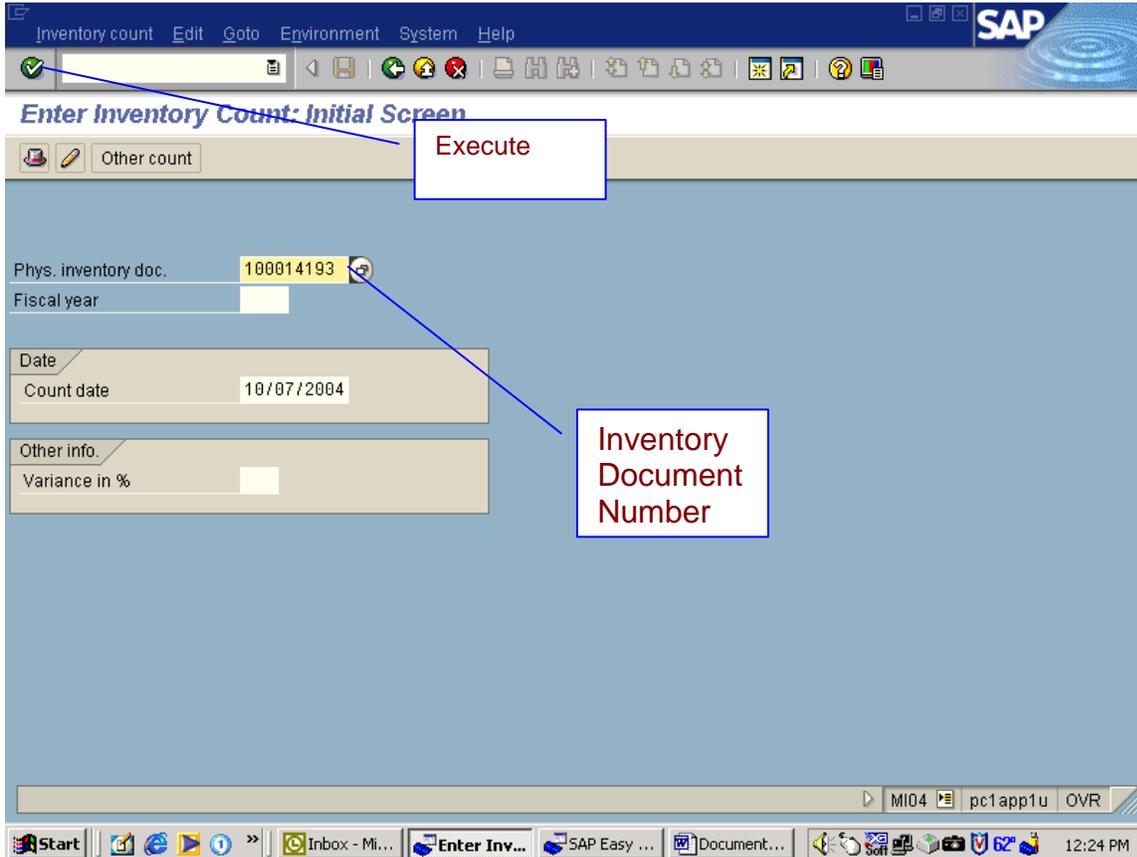


- 7) Make sure that Print Immediately is checked and click on Print.
- 8) This will print your first Inventory Document.
- 9) Give Inventory Document to Clerical Supervisor
- 10) Clerical Supervisor will give list to floor staff to count



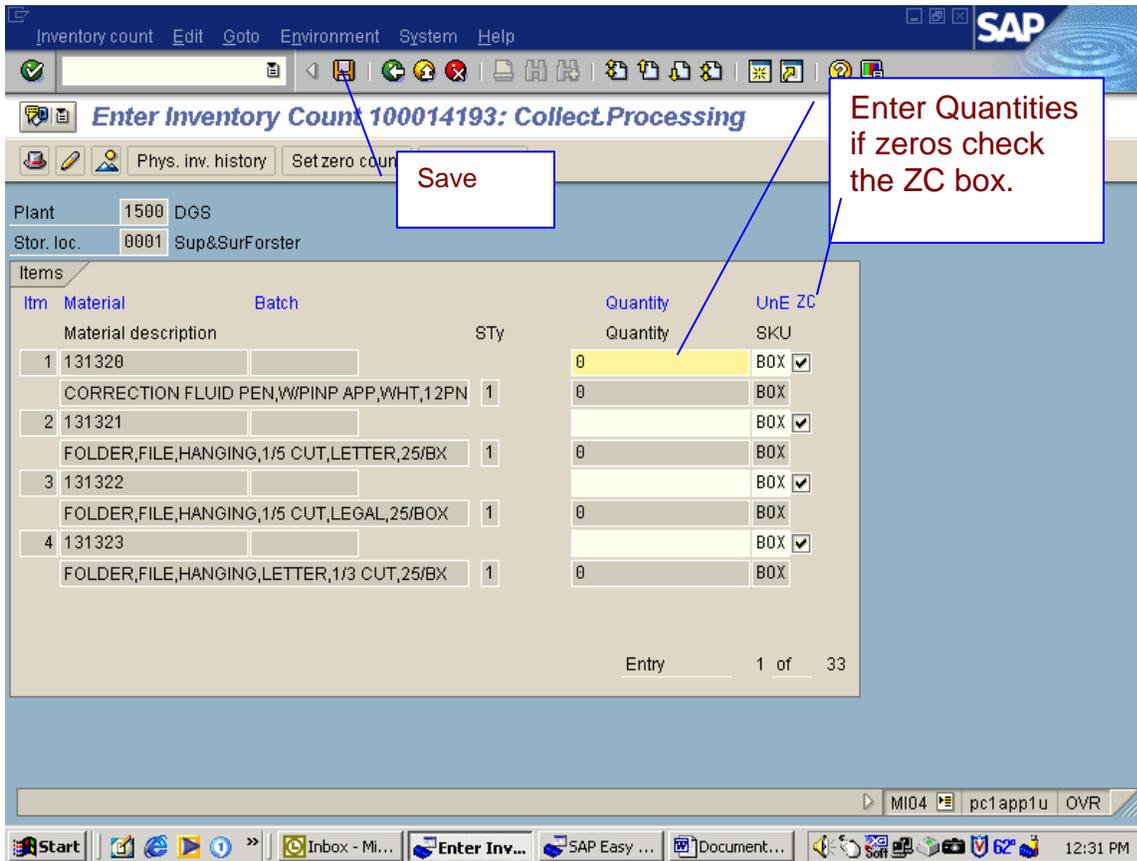
## Enter Inventory Counts

- 1) Type in transaction MI04 and execute.  
This is the screen that you will get.
- 2) The Inventory document number should already be there. Then, click on execute.

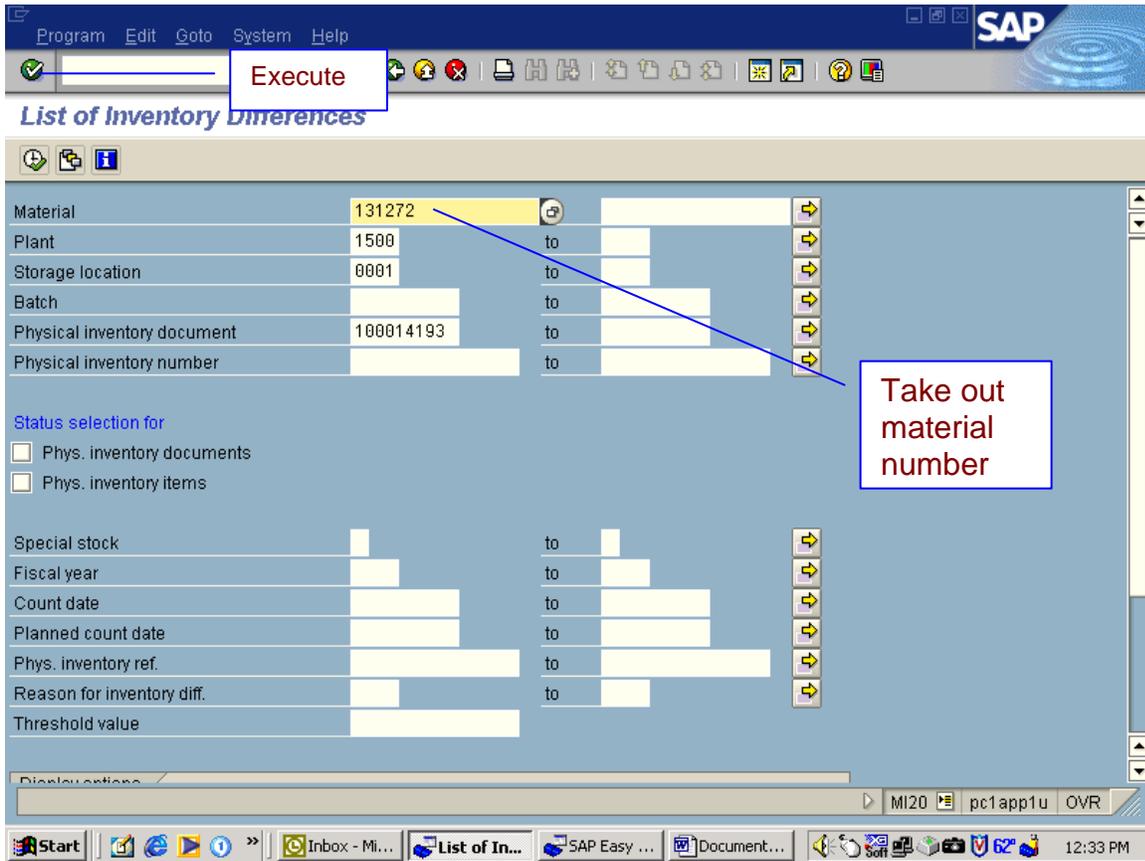


This is the screen that you will get.

- 3) Here you will enter your quantities. If there are zeros (0), check mark the ZC Box. You may have to page down if you have more than one page of numbers.
- 4) Click on Save.



- 5) Type in transaction MI20 and execute.
- 6) Take out the Material Number and execute.



This is the screen you will get. This will give you a list of the differences.

7) Select Print and on the next screen select continue

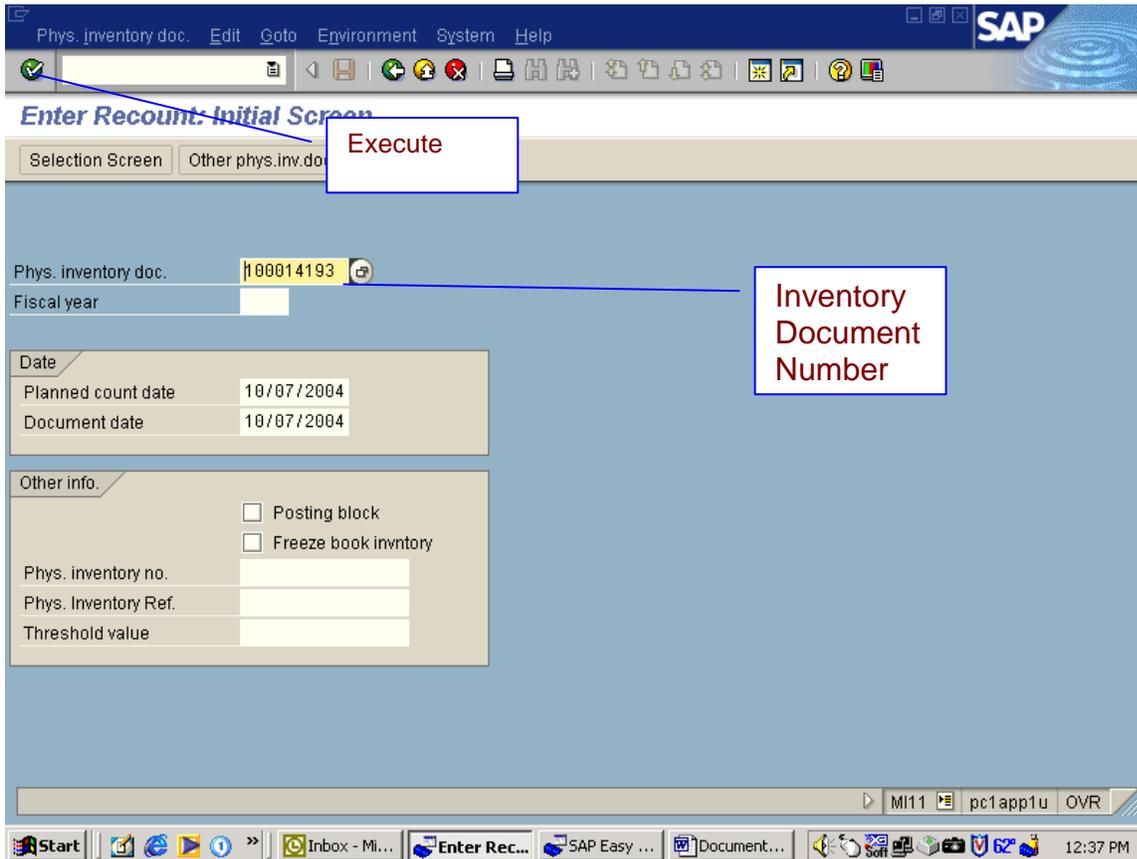
**List of Inventory Differences**

Ph. inv. doc	Item	Material	Batch	PInt	SLoc	Book quantity	Qty counted	Difference
100014193	3	131322		1500	0001	0.000	0.000	0.0
100014193	4	131323		1500	0001	0.000	0.000	0.0
100014193	5	131324		1500	0001	0.000	0.000	0.0
100014193	6	131326		1500	0001	0.000	0.000	0.0
100014193	7	131327		1500	0001	0.000	0.000	0.0
100014193	8	131328		1500	0001	0.000	0.000	0.0
100014193	9	131329		1500	0001	0.000	0.000	0.0
100014193	10	131330		1500	0001	34.000	37.000	3.0
100014193	11	131331		1500	0001	0.000	0.000	0.0
100014193	12	131332		1500	0001	9.000	2.000	7.0
100014193	13	131333		1500	0001	3.000	0.000	3.0
100014193	14	131334		1500	0001	4.000	0.000	4.0
100014193	15	131342		1500	0001	10.000	0.000	10.0
100014193	16	131343		1500	0001	3.000	0.000	3.0
100014193	17	131359		1500	0001	0.000	0.000	0.0
100014193	18	131386		1500	0001	12.000	0.000	12.0
100014193	19	131388		1500	0001	82.000	59.000	23.0
100014193	20	131420		1500	0001	0.000	0.000	0.0
100014193	21	131421		1500	0001	45.000	45.000	0.0
100014193	22	131423		1500	0001	3.000	4.000	1.0
100014193	23	131433		1500	0001	2.000	0.000	2.0
100014193	24	131436		1500	0001	0.000	0.000	0.0

Spool request (number 0000022301) executed on SAP printer GS-22ND RMG47\_HPLJ4050

12:35 PM

- 8) Type in transaction MI11 and execute  
This is the screen you will get.  
9) Your inventory document number should already be there. Select Execute



This is the screen you get.

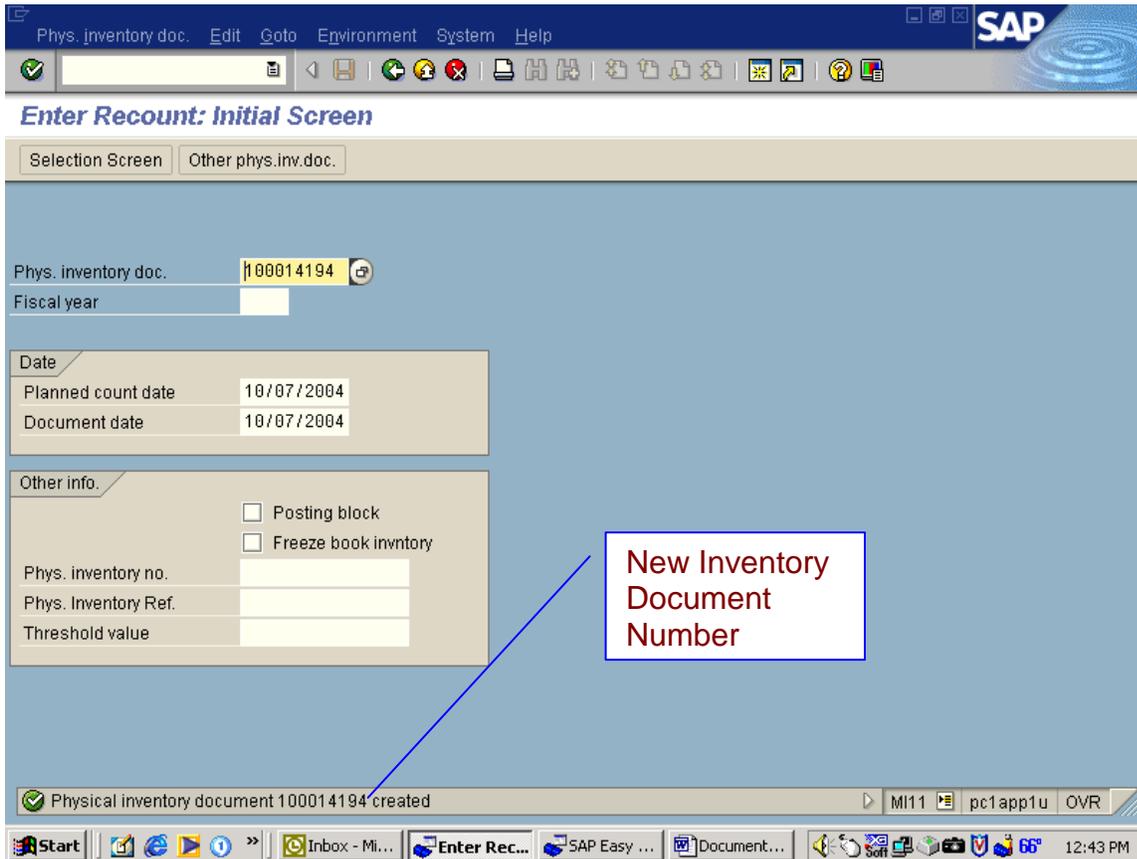
- 10) Here you will click on the check marks that DO NOT need to be recounted. Leave the check marks in the boxes that have differences, these will have to be recounted. If you have more than one page, you will have to page down.
- 11) Click on save.

The screenshot shows the SAP 'Enter Recount: Selection List' interface. The title bar includes 'Phys. inventory doc.', 'Edit', 'Goto', 'Environment', 'System', and 'Help'. The SAP logo is in the top right corner. Below the title bar is a toolbar with various icons. The main area has a header with 'Reference...', 'Phys. inv. history', and 'Other phy' buttons. A 'Save' button is highlighted with a blue box and a red arrow pointing to the save icon in the toolbar. A 'Page' button is also highlighted with a blue box and a red arrow pointing to the page navigation icon in the toolbar. The main content area displays a table of items with columns: 'itm', 'Material', 'Batch', 'STy', 'Difference qty.', 'BUn', and 'Difference amt.'. The table lists five items with their respective material descriptions, quantities, and difference amounts. A blue box with red text 'Click on boxes that DO NOT have to be recounted' points to the checkmarks in the 'itm' column for items 1, 2, 3, 4, and 5. The bottom status bar shows 'MI11', 'pc1app1u', and 'OVR'. The Windows taskbar at the bottom includes the Start button, several application icons, and the system clock showing '12:38 PM'.

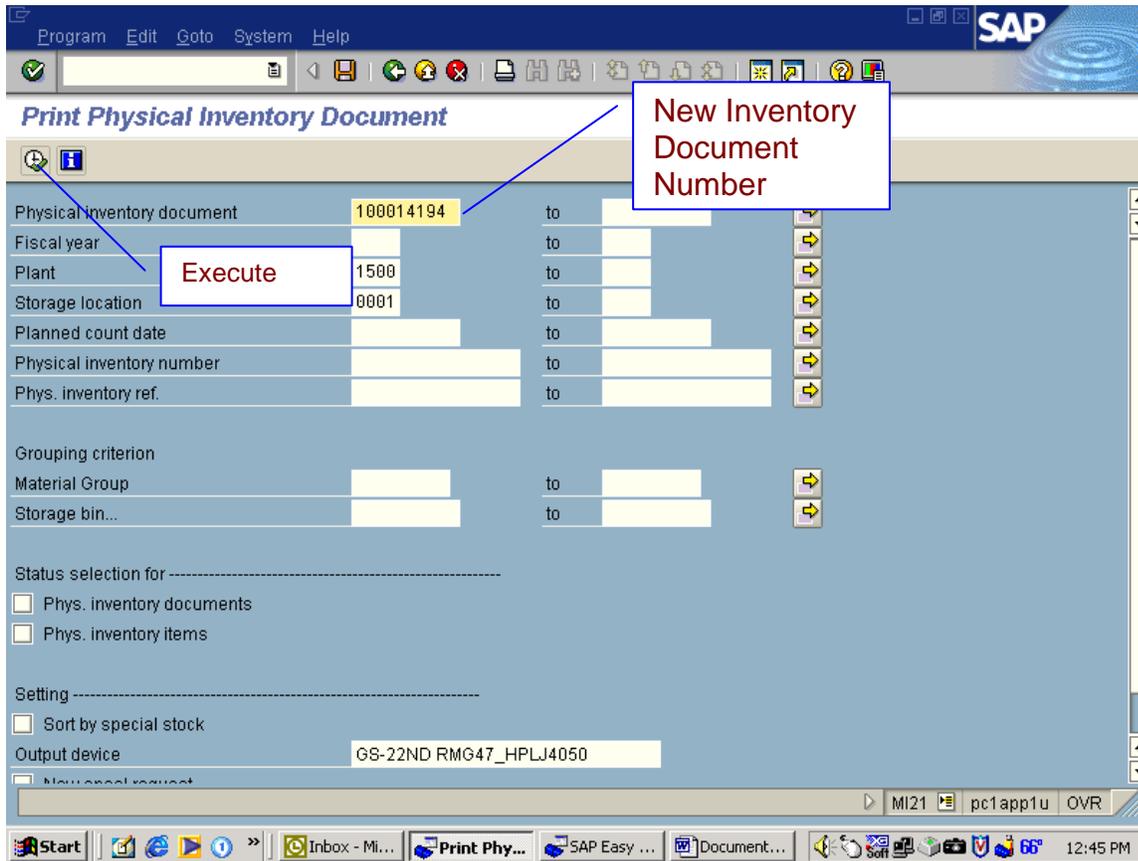
itm	Material	Batch	STy	Difference qty.	BUn	Difference amt.
1	131320		1	0.000	BOX	0.00
	CORRECTION FLUID P					100014193 1
2	131321					0.00
	FOLDER,FILE,HANGIN					100014193 2
3	131322					0.00
	FOLDER,FILE,HANGING,1/5 CUT,LEGAL,25/BOX			0.00		100014193 3
4	131323		1	0.000	BOX	0.00
	FOLDER,FILE,HANGING,LETTER,1/3 CUT,25/BX			0.00		100014193 4
5	131324		1	0.000	BOX	0.00
	FOLDER,FILE,HANGING,LEGAL,1/3 CUT,25/BO			0.00		100014193 5

Entry 1 Of 33

You will get this screen with a new Inventory Document number at the bottom.  
12) Write this number down for reference then back out of this screen. (This is the second count)

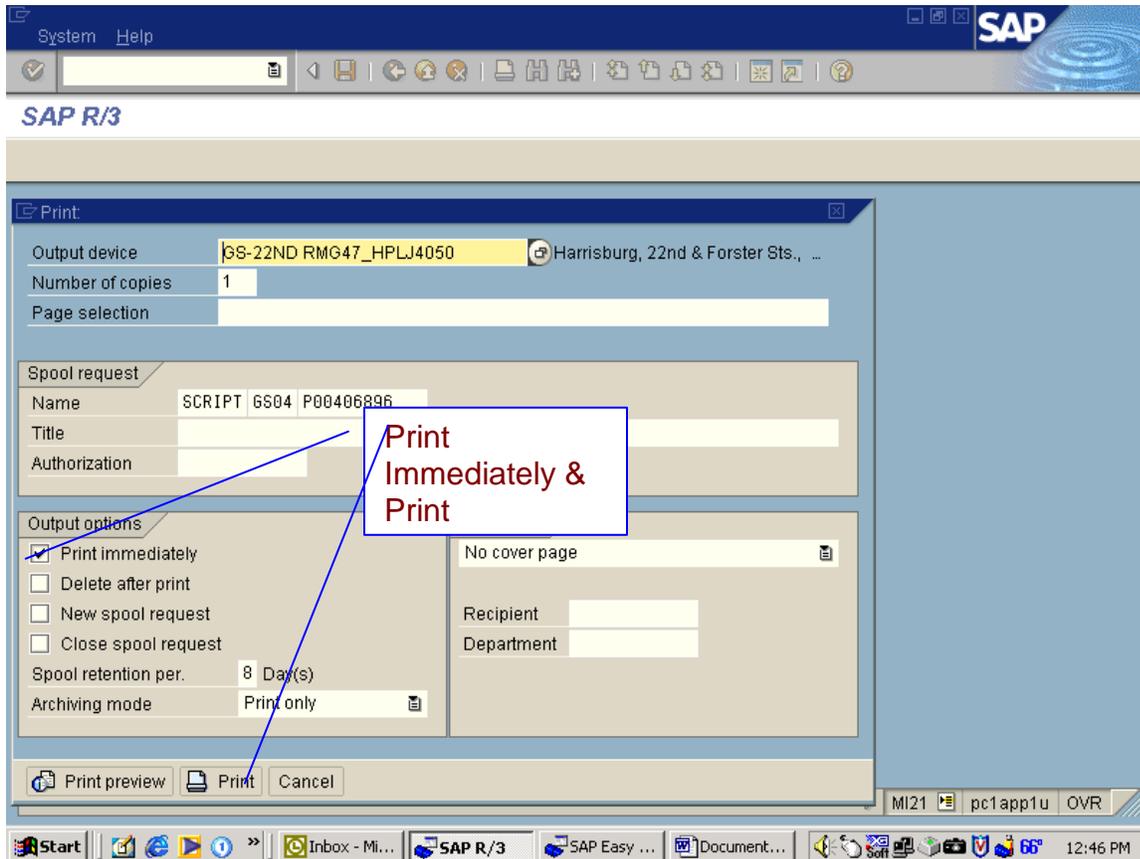


- 13) Type in transaction MI21 and execute.
- 14) This is the screen you will get. Your new Inventory document number should already be there.
- 15) Click on execute with the clock.

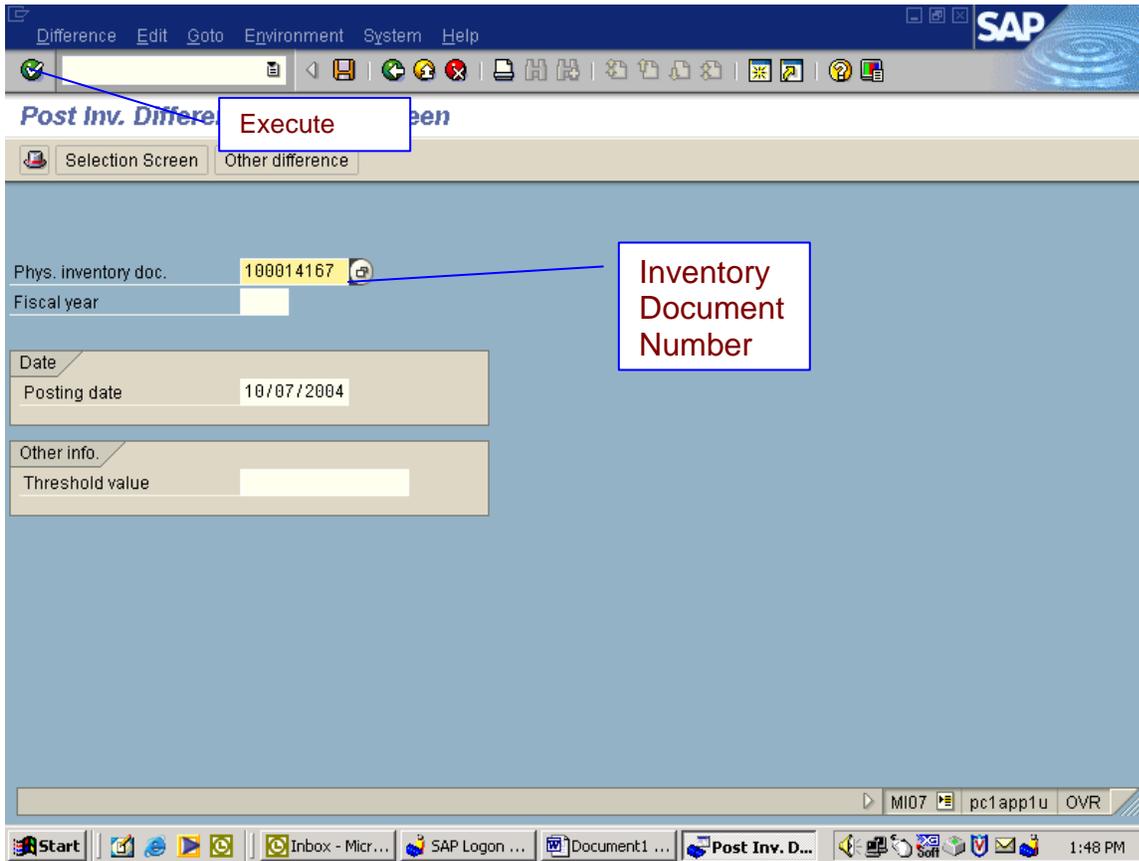


16) You want to click on Print immediately and then Print. This will print your new Inventory Document.

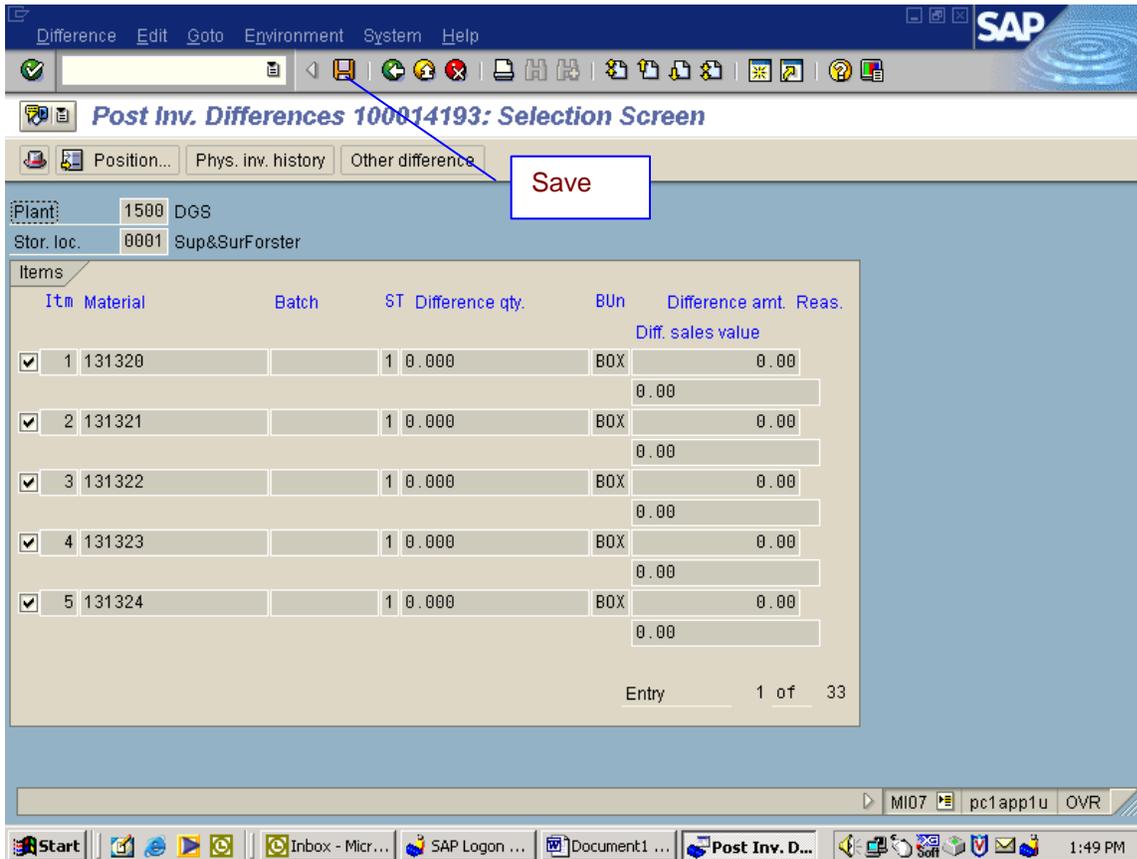
**NOTE:** If you have to do a third count, repeat above steps 1 thru 17.



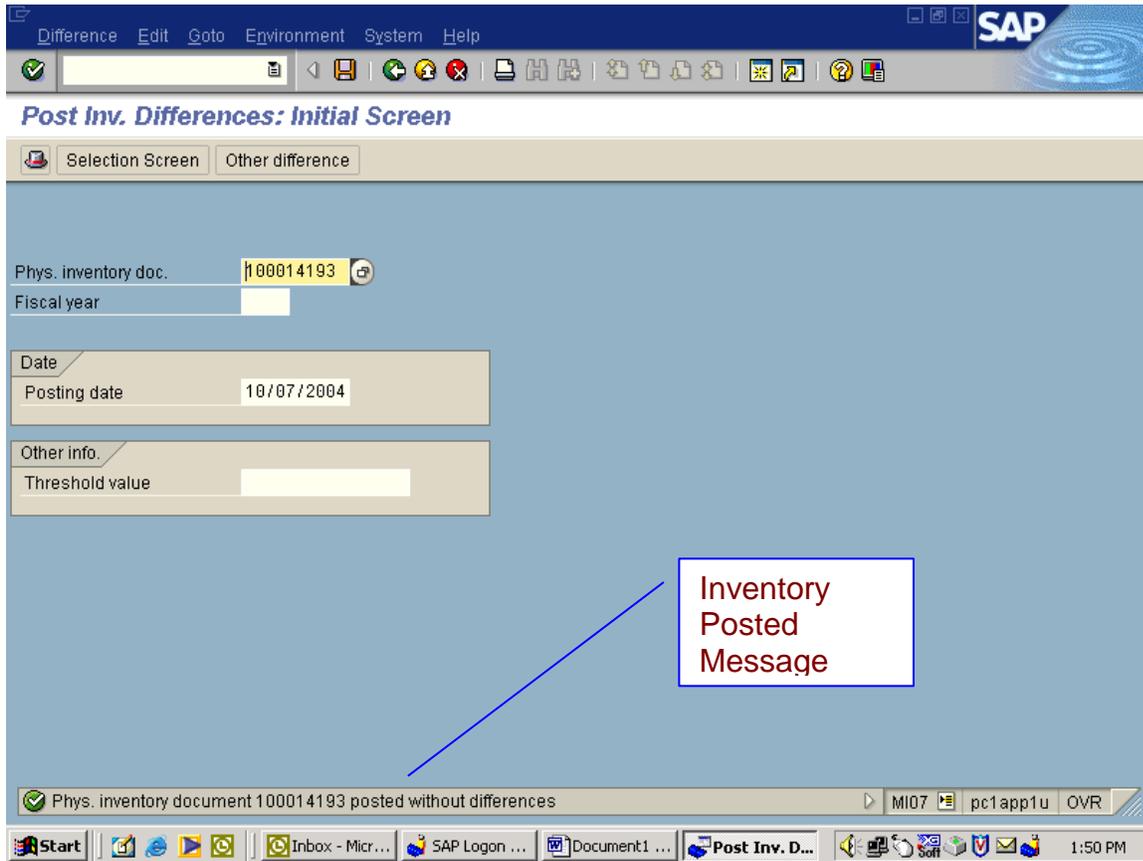
- 17) Type in transaction MI07 and execute.
- 18) This is the screen you get. Type in Inventory Document number and then execute.



This is the screen you get.  
19) Here all you want to do is Click on Save.

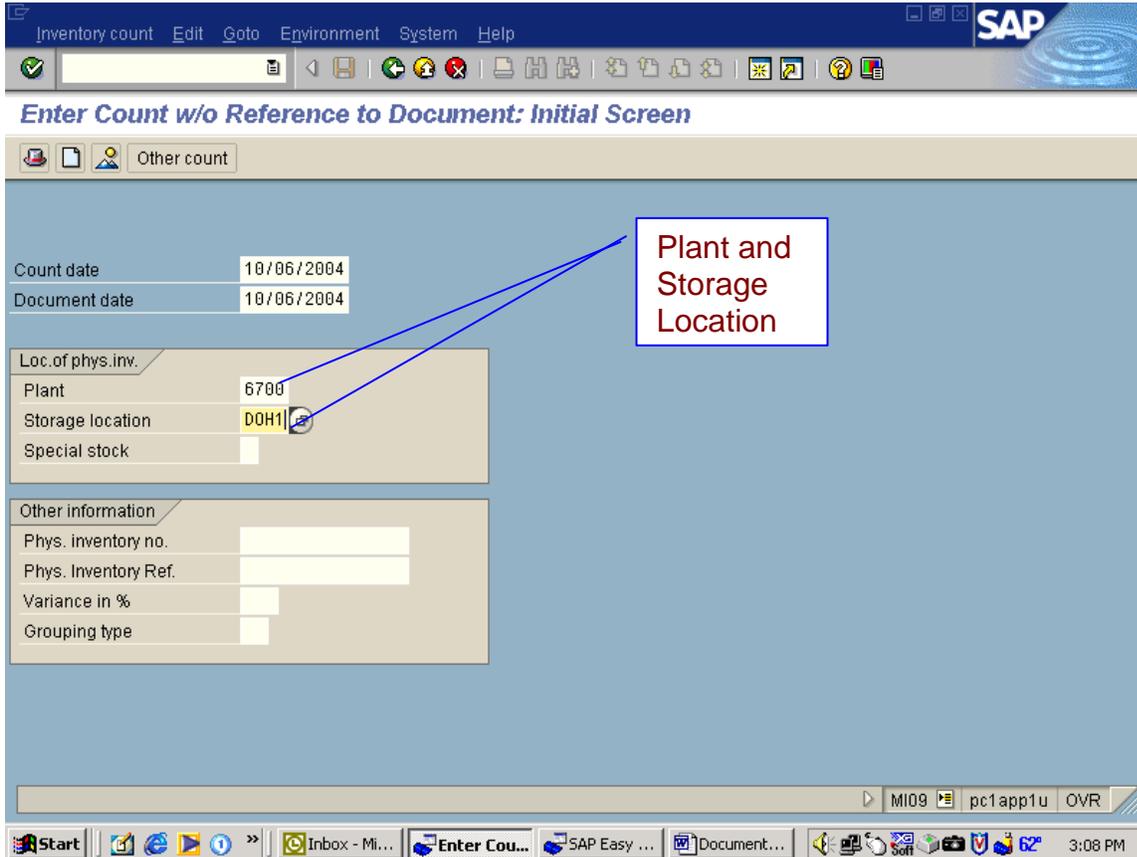


20) You will get a message that Inventory was posted.

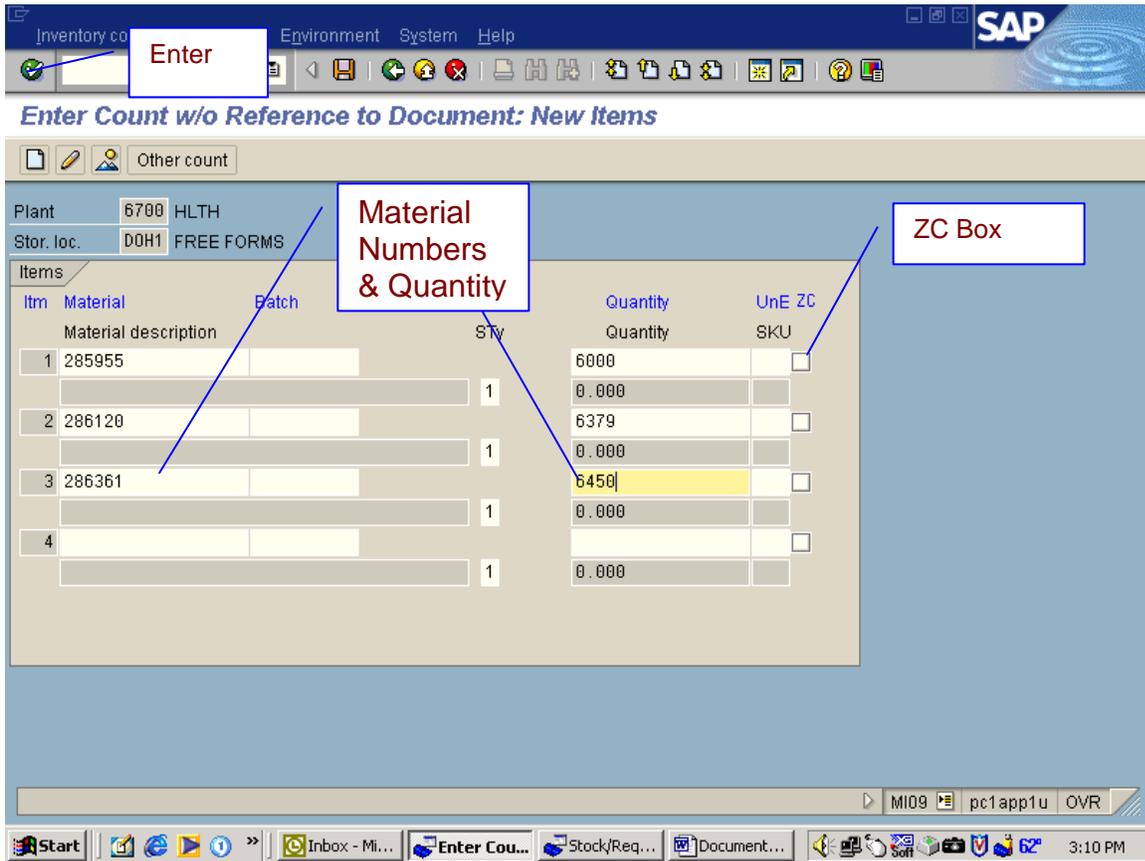


## INVENTORY ADJUSTMENT

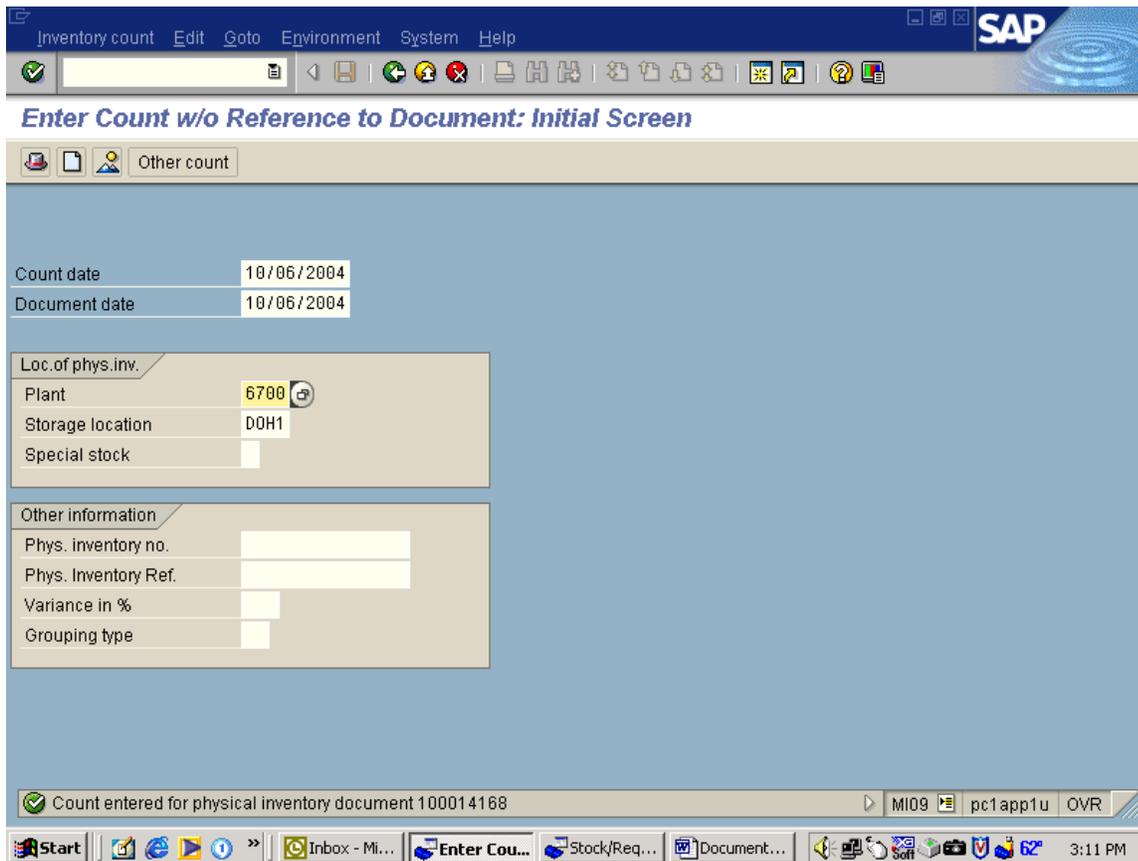
- 1) To adjust inventory without inventory document
- 2) Type in transaction mi09and click on enter.
- 3) Enter Plant and Storage location then click on enter.



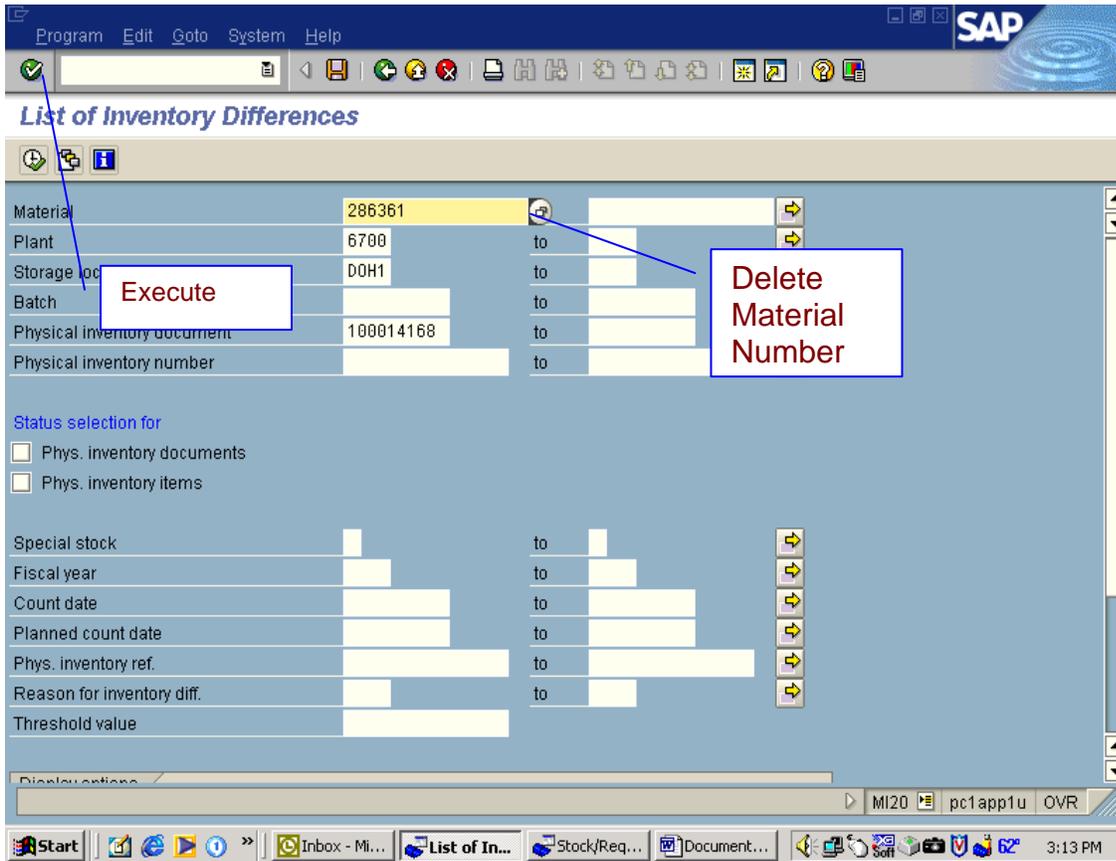
- 4) This is the screen that you get. Here you will enter material numbers and quantities.
- 5) Click on Enter.
- 6) If the quantity would be a zero put a check mark in the ZC bo



- 7) You will get an Inventory document at the bottom left of your screen. Write this number down to reference to.



- 8) Type in transaction MI20 and click on enter.
- 9) Delete the Material Number and then execute.



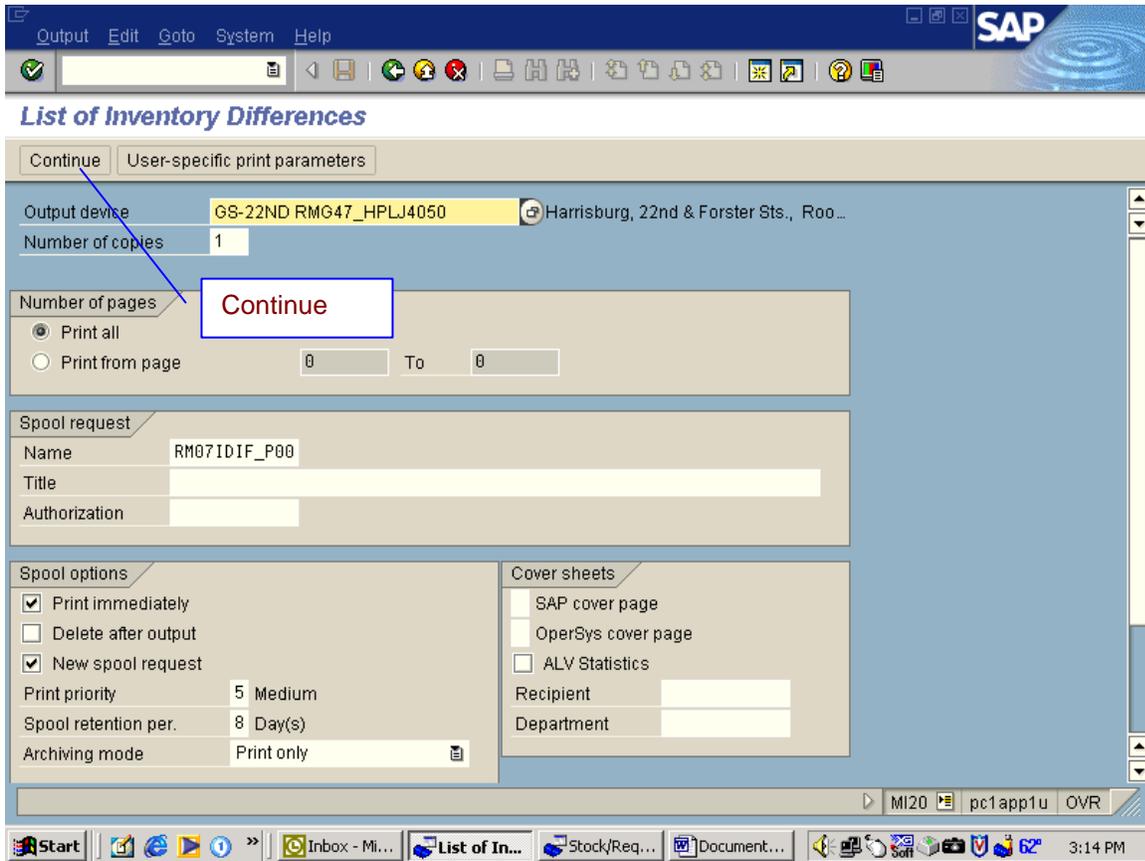
- 10) This is the screen that you get.
- 11) Click on the Print Icon

The screenshot shows the SAP 'List of Inventory Differences' screen. The title bar includes 'List Edit Goto Settings System Help' and the SAP logo. The main title is 'List of Inventory Differences'. Below the title is a toolbar with various icons, including a 'Print' icon which is highlighted with a blue box and a red arrow. The main area contains a table with the following data:

Ph. inv. doc	Item	Material	Batch	Plnt	SLoc	Book quantity	Qty counted	Difference q
<input type="checkbox"/> 100014168	1	285955		6700	DOH1	0.000	6,000.000	6,000.0
<input type="checkbox"/> 100014168	2	286120		6700	DOH1	79.000	6,379.000	6,300.0
<input type="checkbox"/> 100014168	3	286361		6700	DOH1	0.000	6,450.000	6,450.0

The bottom of the screen shows the Windows taskbar with the Start button, several open applications (Inbox - Mi..., List of In..., Stock/Req..., mi09 - Mic...), and the system tray showing the time as 3:17 PM.

12) Click on Continue



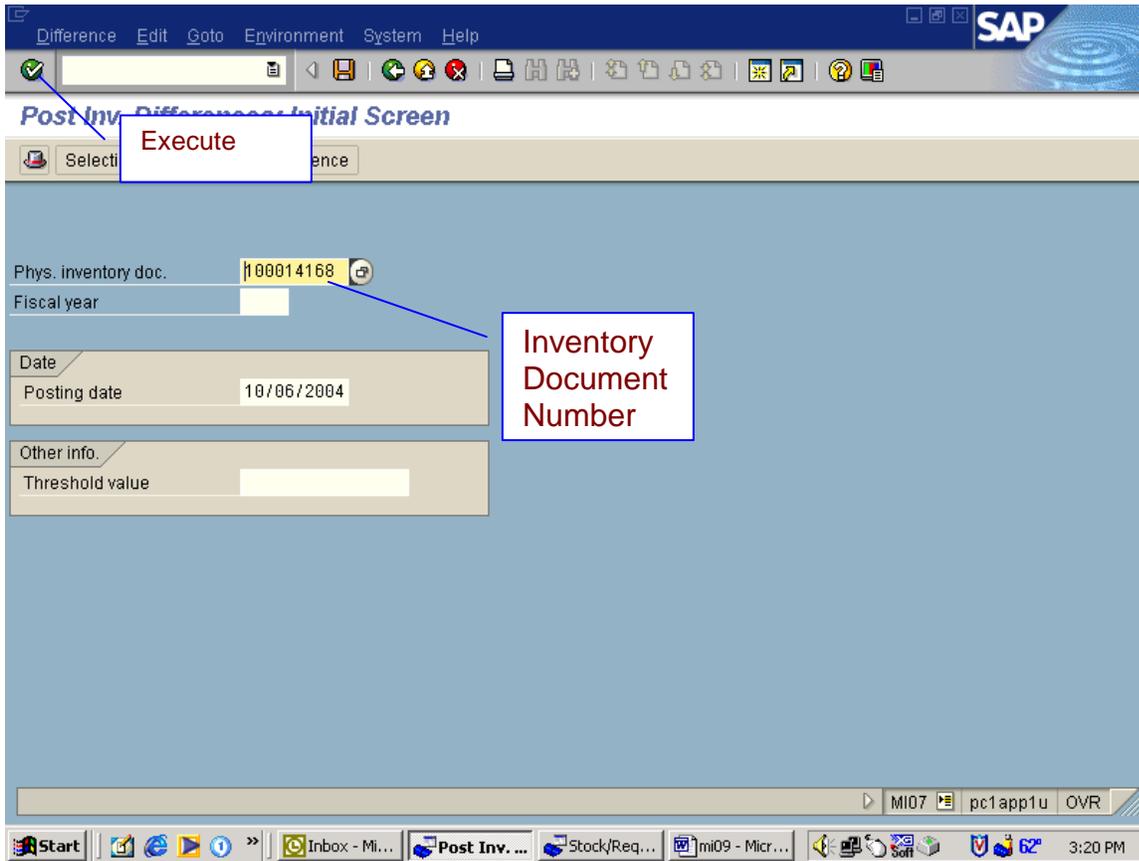
13) You will come back to this screen, just back out of it.

The screenshot shows the SAP 'List of Inventory Differences' interface. The title bar includes 'List Edit Goto Settings System Help' and the SAP logo. The main toolbar contains various icons for navigation and actions. A red box highlights the 'Go Back' button, which is represented by a circular arrow icon. A blue arrow points from this icon to the 'Go Back' text in the red box. Below the toolbar, there are input fields for 'Page inv. count', 'Enter inventory count', and 'List of unposted doc'. The main area contains a table with the following data:

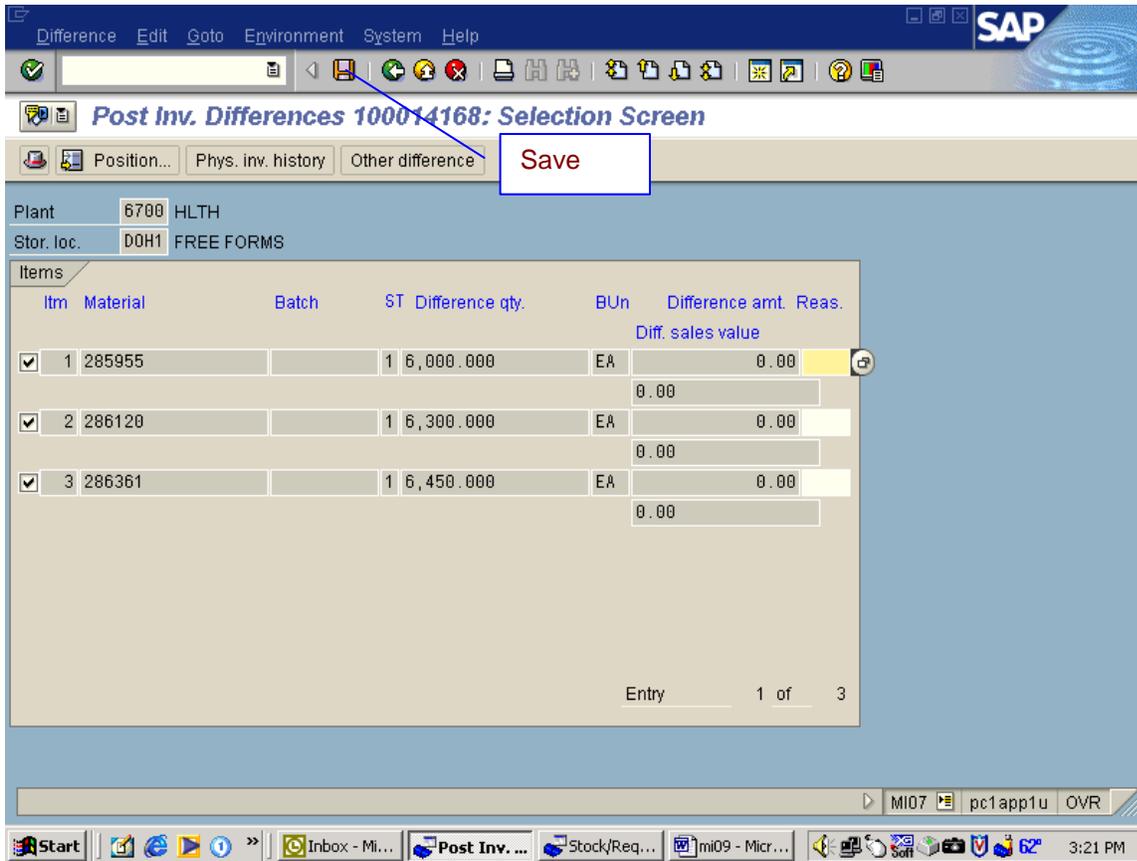
Ph. inv. doc	Item	Material	Batch	Plnt	SLoc	Book quantity	Qty counted	Difference q
<input type="checkbox"/> 100014168	1	285955		6700	DOH1	0.000	6,000.000	6,000.0
<input type="checkbox"/> 100014168	2	286120		6700	DOH1	79.000	6,379.000	6,300.0
<input type="checkbox"/> 100014168	3	286361		6700	DOH1	0.000	6,450.000	6,450.0

The bottom of the screen shows the Windows taskbar with the Start button, several open applications (Inbox - Mi..., List of In..., Stock/Req..., mi09 - Mic...), and the system tray with the time 3:19 PM.

- 14) Type in transaction MI07 and click enter.
- 15) Enter Inventory document number and execute.



16) This is your next screen. Here all you have to do is save.



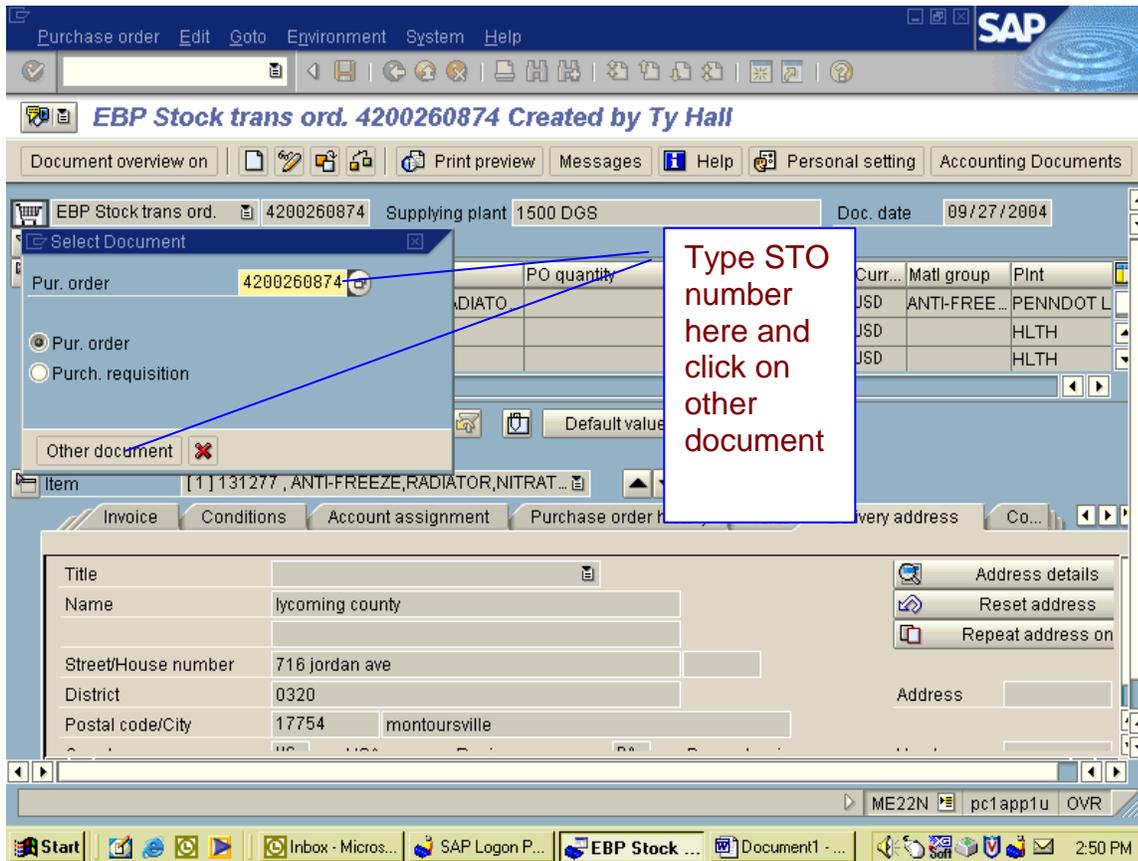
## Change Or Delete Order Amount

- 1) Type in transaction ME22n.
- 2) Click on Execute.
- 3) This is the screen that you will get.
- 4) Do your drop down on Purchase Order.
- 5) Click on Other PO.

Drop  
Down

The screenshot displays the SAP ME22N transaction interface. The title bar reads "Purchase order" and the main header shows "4200260874 Created by Ty Hall". The menu bar includes "Purchase order", "Edit", "Goto", "Environment", "System", and "Help". A dropdown menu is open, showing options: "Other purch. order" (Shift+F5), "Create" (F6), "Display/Change" (F7), "Save" (Ctrl+S), "Save and output" (Shift+F7), "Check" (Ctrl+Shift+F3), and "Exit" (Shift+F3). A blue box highlights the "Other Purchase Order" option. The main area shows a table with columns for Item, Quantity, Unit, Material, Description, Delivery Date, Currency, Material Group, and Plant. The first row contains: 1, K, U, 131277, ANTI-FREEZE,RADIATOR,NITRAT..., 6 DR, D, 09/27/2004, USD, ANTI-FREE..., PENNDOT L, HLTH. Below the table, the "Item" section is expanded to show address details for "lycoming county" at "716 jordan ave", "0320", "17754 montoursville". The taskbar at the bottom shows the Start button, several open applications (Inbox, SAP Logon, EBP Stock, Document1), and the system clock at 2:49 PM.

6) Type in your STO Number and click on other document.



- 7) Once your STO has come up. Go into the Purchase Order History tab and check to see if the order has pulled off the system. If it has you will have to do a 352 and 102 to reduce the amount (which is a credit and a reversal). If it has not pulled off the system, you can highlight that line and make corrections that need to be done. (If it has not pulled off of the system there will be no Purchase History tab).
- 8) Once you make your changes be sure to click on Save.

Save

Purchase order: Edit Goto Environment System Help

EBP Stock trans ord. 4200260874 Created by Ty Hall

Document overview on Print preview Messages Help Personal setting Accounting Documents

EBP Stock trans ord. 4200260874 Supplying plant 1500 DGS Doc. date 09/27/2004

Header

S...	Item	A	I	Material	Short text	PO quantity	O...	C	Deliv. date	Curr...	Matl group	Plnt
	1	K	U	131277	ANTI-FREEZE,RADIATO...		6	DR	09/27/2004	USD	ANTI-FREE...	PENNDOT L
		K								USD		HLTH
		K								USD		HLTH

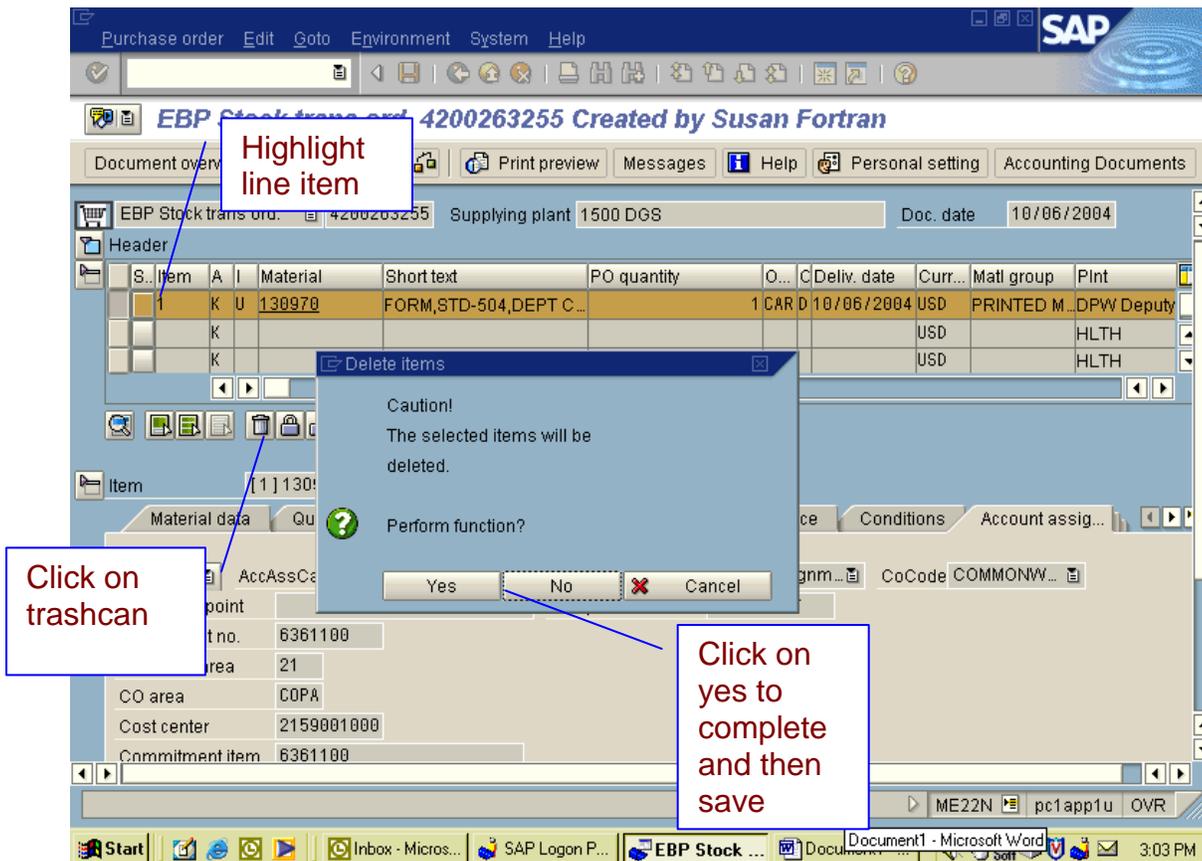
Purchase Order History

S...	MvT	Material do...	Item	Posting date	Σ	Amount	OUn	Σ	Quantity	Lcur	Or...	Reference	Σ
GR	101	5000651288	1	09/29/2004		0.00	DR		6	USD	DR		
<b>Tr./ev. Goods receipt</b>						<b>0.00</b>	<b>DR</b>		<b>6</b>	<b>USD</b>			
Ne...		4900357459	1	09/28/2004		205.26	DR		0	USD	DR		
<b>Tr./ev. Miscell. provision</b>						<b>205.26</b>	<b>DR</b>		<b>0</b>	<b>USD</b>			
GI	351	4900357459	1	09/28/2004			DR		6	USD			

ME22N pc1app1u\_QVR  
VirusScan On-Access Scan is enabled

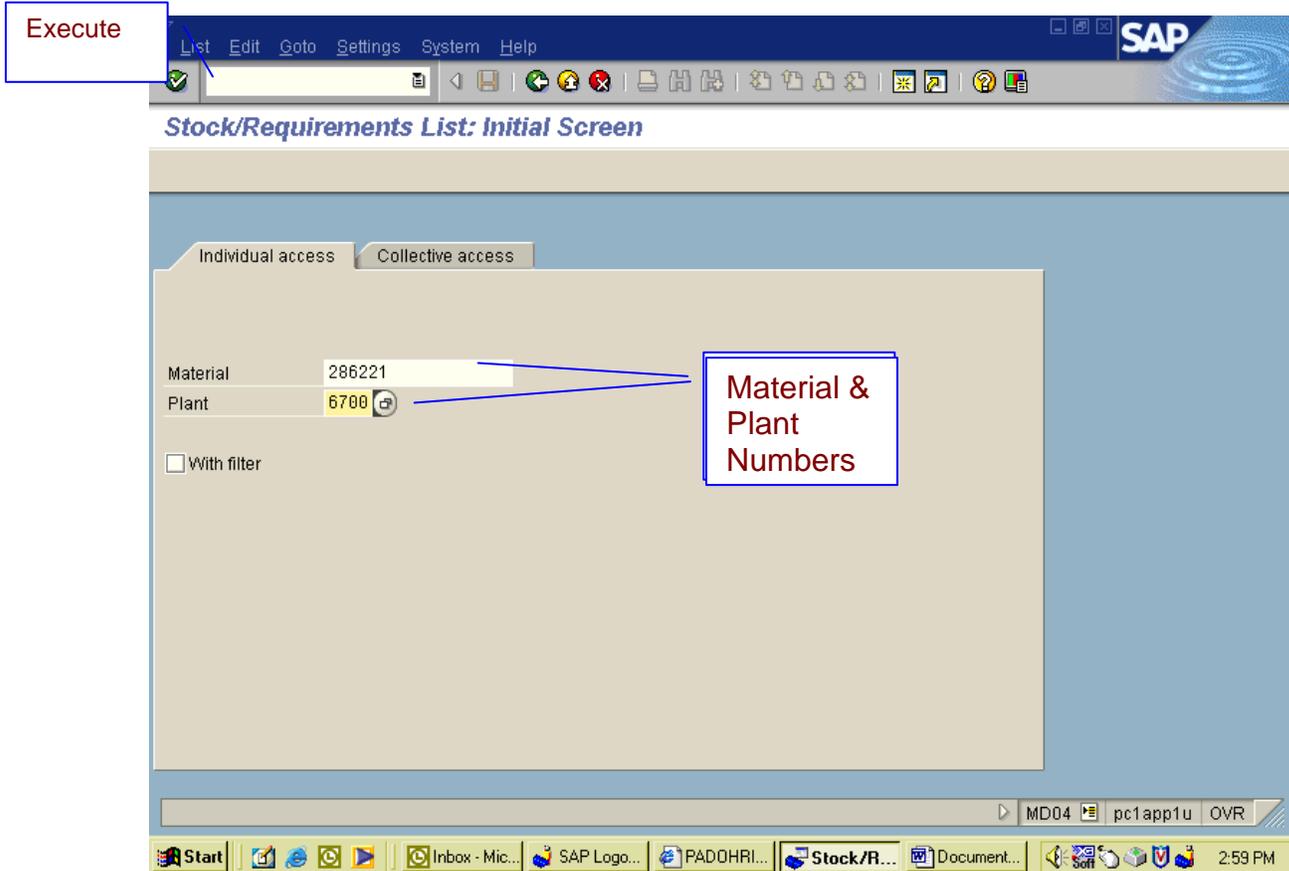
Start | Inbox - Micros... | SAP Logon P... | EBP Stock ... | Document1 - ... | 2:53 PM

- 9) To trash can something, highlight the line item, click on the trash can and then click on yes in the blue pop up box. And save.



## Check Stock

- 1) Type in transaction MD04. This is the screen you will get.
- 2) Type in Material and Plant Number
- 3) Click on execute.



4) This is the screen you get.

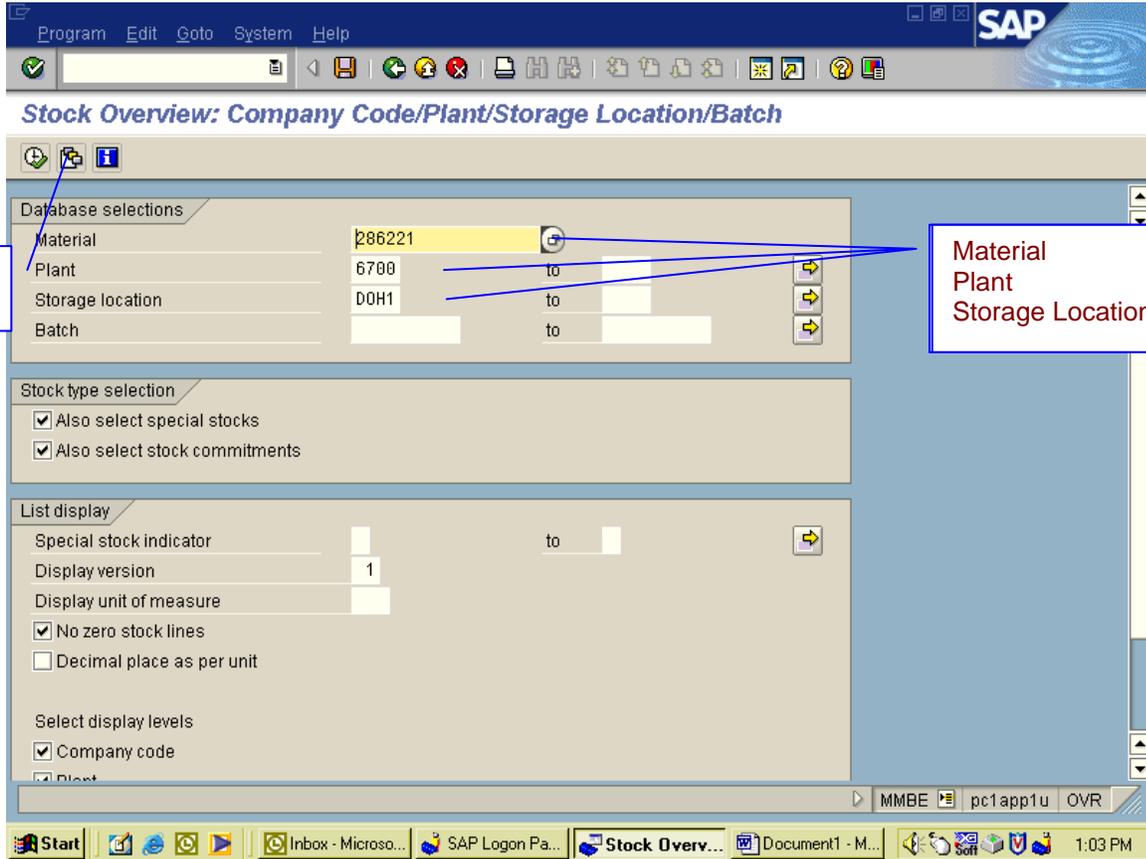
The screenshot displays the SAP MRP Elements List for material 286221. The material is identified as 'DH/IMMUNIZATIONS CARD HEALTH PASSPORT'. The table below shows the MRP elements and their associated data.

Date	MRP ...	MRP element data	Reschedul...	E...	Rec./reqd.qty	Available qty	Stck...	Del...
10/05/2004	Stock					133,941	0	
10/05/2004	POitem	4500169986/00010		20	50	133,991	50	6700
10/05/2004	POitem	4500170180/00010		20	500	134,491	500	6700

Material Number: 286221  
Available Stock: 133,941

## Check Stock And Location

- 1) Type in transaction MMBE and hit enter.
- 2) This is the screen that you will get.
- 3) Enter the material number, plant, and location and click on enter.
- 4) click on enter.



5) This is the screen that you will get. It will give you total on hand and the location where it is kept.

Material 286221 DH/IMMUNIZATIONS CARD HEALTH PASSPORT  
 Material type ZNVL COPA Nonvaluated material  
 Unit of measureEA Base unit of measureEA

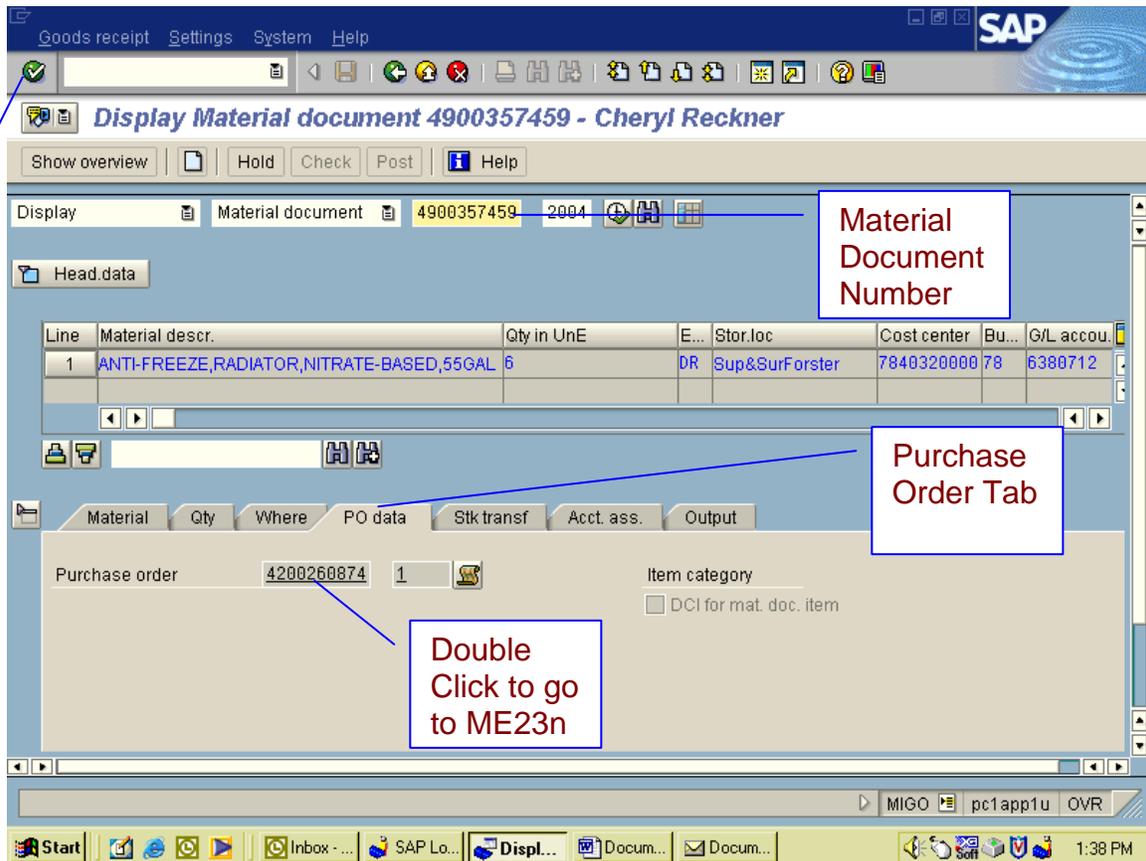
C1/CC/Plant/SLoc/Batch D	Unrestricted use	Qual. inspection	Reserved
Total	133,941.000	0.000	0.000
COPA COMMONWEALTH OF PA	133,941.000	0.000	0.000
6700 HLTH	133,941.000	0.000	0.000
DOH1 FREE FORMS	133,941.000	0.000	0.000
7Q9			

Current on hand

Location

## Track By Material Number

- 1) Type in transaction MIGO and hit enter. This is the screen you get.
- 2) Enter the Material Document Number and execute.
- 3) You will get the same screen but you will get all your tab information.
- 4) Click on the PO Tab and then Double click on the Purchase order number and it will take you to the STO in ME23n.



5) Here you can check on Delivery Address, purchase order history, etc.

The screenshot displays the SAP Purchase Order (PO) interface. The title bar indicates the document is 'EBP Stock trans ord. 4200260874 Created by Ty Hall'. The main window shows the 'Header' section with 'Supplying plant' set to '1500 DGS' and 'Doc. date' as '09/27/2004'. Below this is a table listing items:

S. Item	A	I	Material	Short text	PO quantity	O...	C Deliv. date	Curr...	Matl group	Pint
1	K	U	131277	ANTI-FREEZE,RADIATO...		6DR	09/27/2004	USD	ANTI-FREE...	PENNDOT L

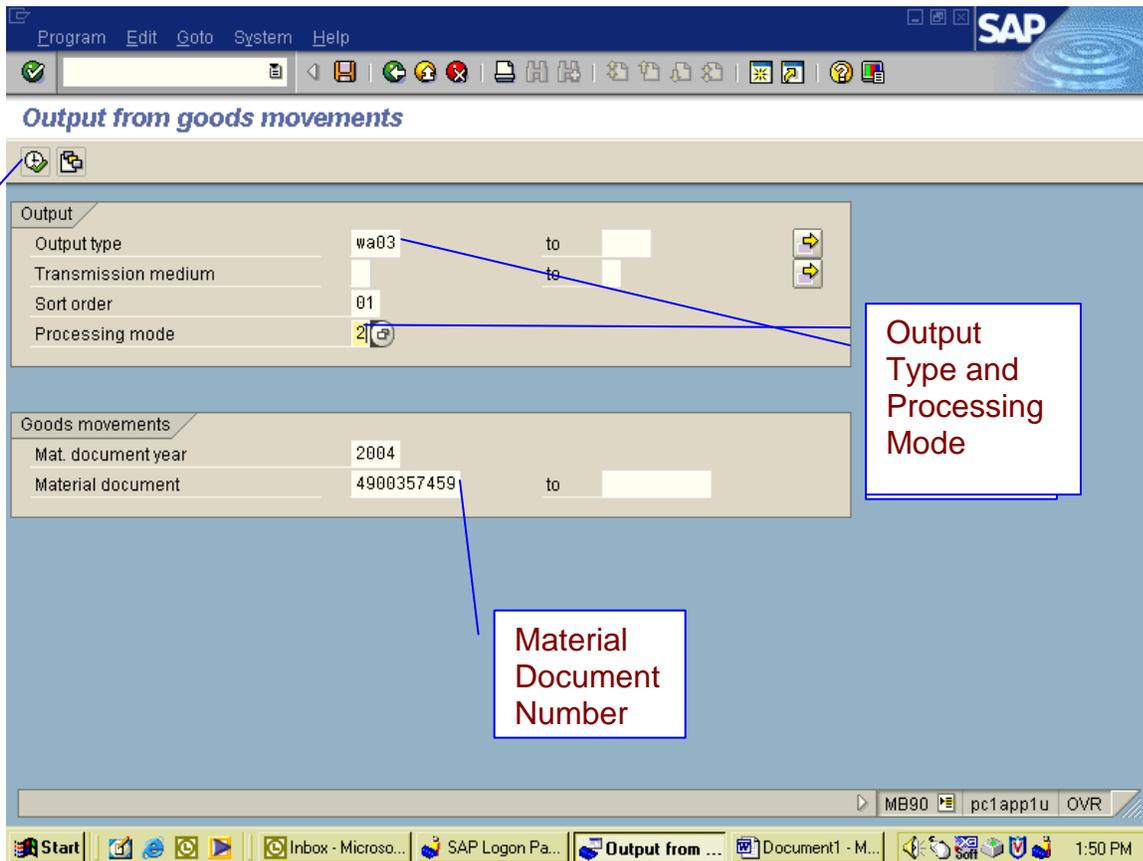
The 'Item' section is expanded to show the 'Delivery address' tab. The address details are as follows:

Title		Address details
Name	lycoming county	Reset address
Street/House number	716 jordan ave	Repeat address on
District	0320	Address
Postal code/City	17754 montoursville	Customer

The bottom of the window shows the Windows taskbar with the Start button, several open applications (Inbox, SAP Lo..., EBP..., Docum...), and the system clock at 1:43 PM.

## Reprint An Order

- 1) Type in transaction MB90 and
- 2) click on execute. This is the screen that you get.
- 3) Make sure that your Output Type: is wa03, and change processing mode to a 2, and if you have a particular order that you are reprinting put that Material Document number in.
- 4) Then click on execute with the clock in it.



- 5) This is the screen that you get. Check the box for the Material Document and click on execute with the clock. Your copy of that order will print out.

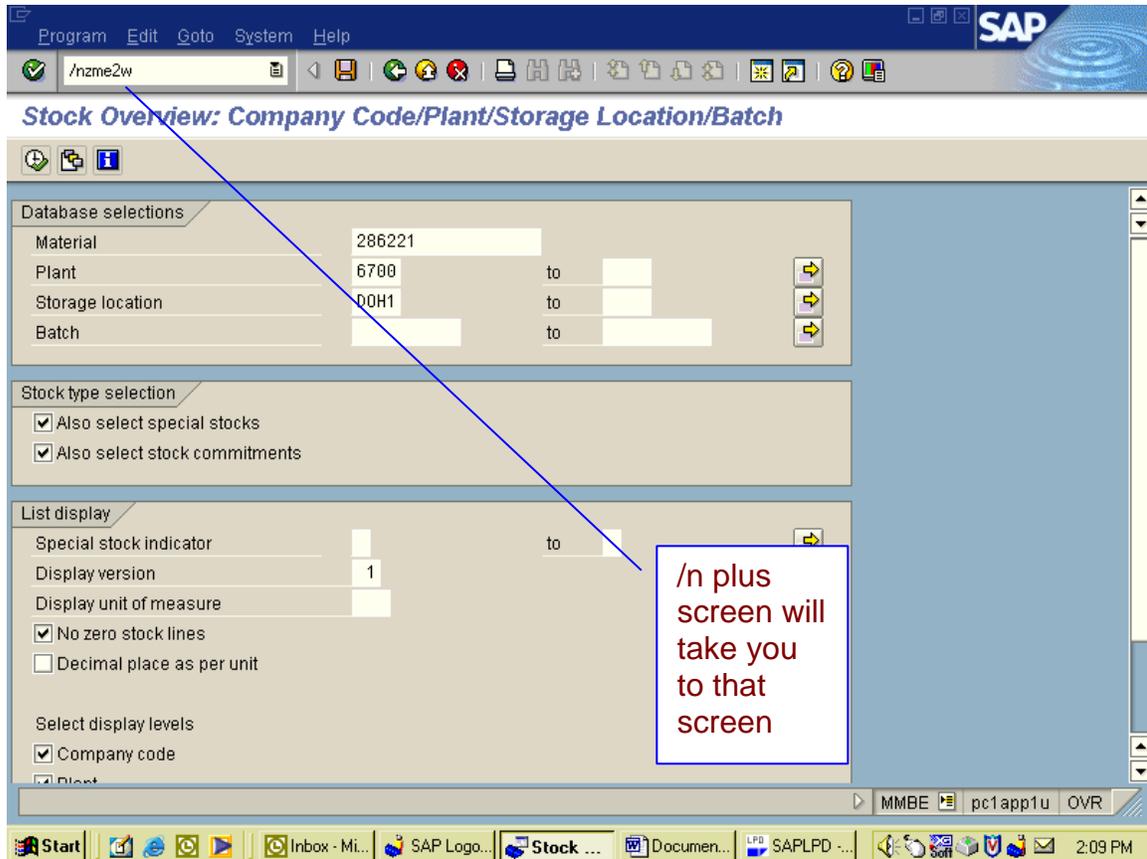
The screenshot shows the SAP 'Output from goods movements' interface. The window title is 'Output from goods movements'. The menu bar includes 'List', 'Edit', 'Goto', 'Settings', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. The main area displays a table with the following data:

Mat. doc.	Item	Out.	Med	Material	Material description	PInt	SLoc
<input checked="" type="checkbox"/> 4900357459	1	WA03	1	131277	ANTI-FREEZE, RADIATOR, NITRATE-BASED, 556AL	1500	0001

Two red boxes with blue borders provide instructions: 'Check this Box' points to the checkbox in the first row, and 'Execute' points to the clock icon in the toolbar. The status bar at the bottom indicates 'One output has been selected' and shows the user 'MB90' and 'pc1app1u' with 'OVR' mode. The Windows taskbar at the bottom shows the Start button, several open applications including 'Inbox - Microso...', 'SAP Logon Pa...', and 'Output from ...', and the system clock showing '1:53 PM'.

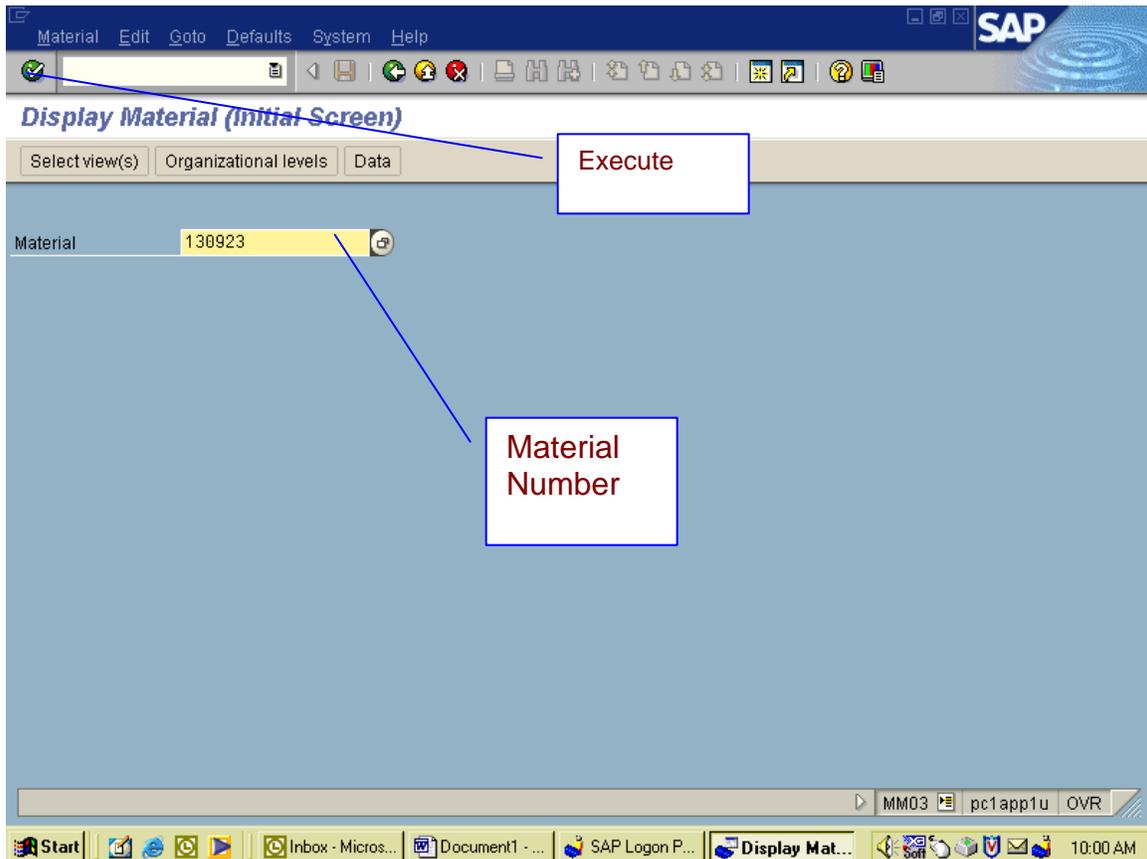
## To Enter Another Screen From The One You Are In

- 1) If you are in ( example ) MMBE and you need to go to zme2w, In the search bar at top left, type in the following: /nzme2w. This will take you to that screen.

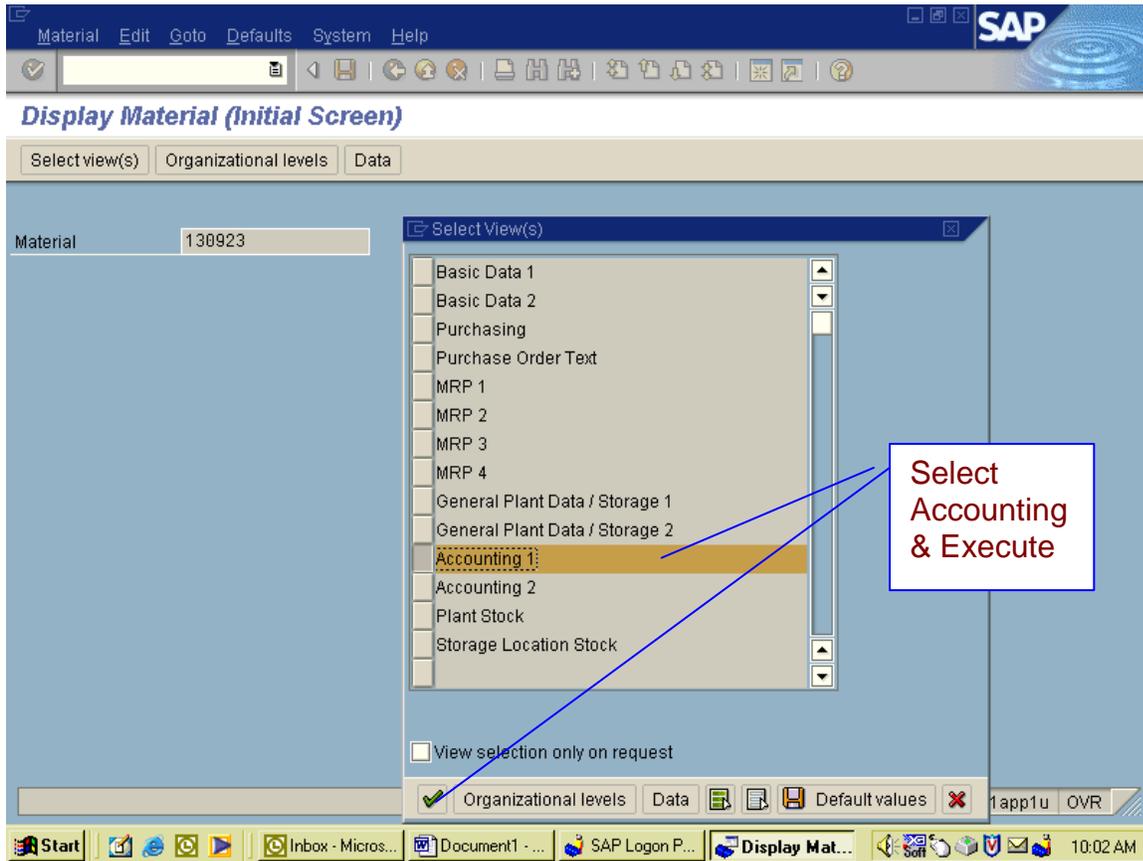


## View Description/Unit Of Measure

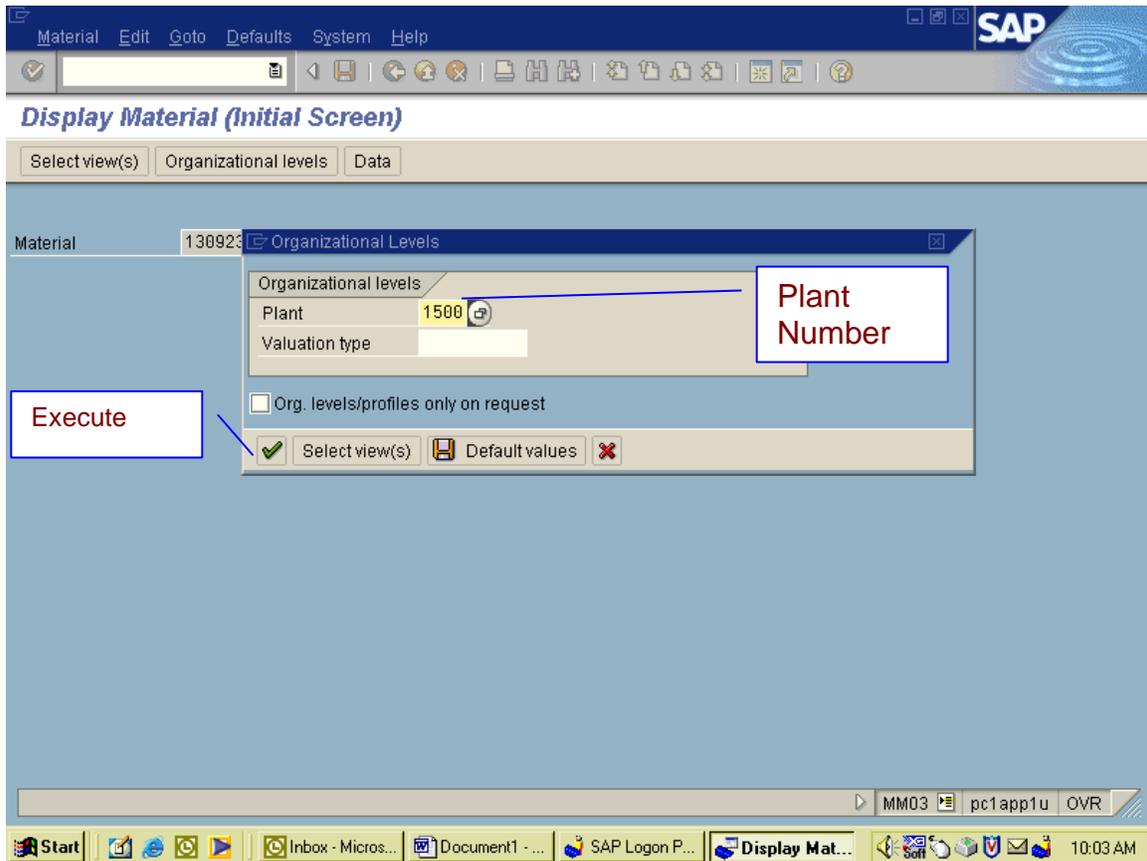
- 1) Type in transaction MM03 and click execute.
- 2) This is the screen that you will get.
- 3) Here you will type in the Material Number and Click execute.



- 4) This is your next screen.
- 5) Select Accounting and then execute.



6) Type in the plant Number and execute.



- 7) Here is your next screen.
- 8) You can check price and how they are sold.

NOTE: This is the screen that gives us our price, what we pay for the merchandise. To figure out what we charge to our Agencies, add 20% administration fee. DO NOT inform agencies of this screen, It is for our use only.

